

Before/After School Coordinator Job Description

Functions:

Under the direction of the Recreation Supervisor, the Before/After School Coordinator is responsible for the supervision and coordination of program and staff. The Coordinator is directly responsible for planning and organizing all daily activities of Kids' Place. In addition, is responsible for planning (includes rosters, activities, etc), implementing and delivery of days off of school programs.

Immediate Supervisor:

Responsible to the Recreation Supervisor

Qualifications

- Must possess a high school diploma or equivalent.
- Must be at least 18 years of age.
- Must have two years of previous experience working with elementary school aged children.
- Possess basic knowledge and understanding of school aged children.
- Be a self starter and perform job with little supervision.
- Possess the ability to communicate verbally and in writing.
- Possess the ability to follow written and oral directions.
- Must be able to handle any questions that arise with the public by answering them or by giving them the proper directions for the answer.
- Must be honest, in good health, accurate, have a neat appearance, and a courteous manner.
- Must be in good physical condition.

Duties and Responsibilities

Essential Functions:

- Provide participants with the appropriate leadership during the program.
- Develop and plan activities that incorporate program goals into the daily routine.
- Assist with training and supervision of site directors and staff.
- Provide a warm and caring atmosphere for participants.
- Maintain open communication between Kids' Place staff and school personnel.
- Prepare activities that are developmentally appropriate for the age of the children.
- Communicate with the parents through daily drop-off and pick-up.
- Maintain a safe environment for participants.
- Submit all written correspondence to the Recreation Supervisor for approval prior to distribution.
- Maintain records of attendance and sign-in/out sheets and turn them in to the Recreation Supervisor every two weeks.
- Attend staff meetings.
- Maintain a positive attitude toward co-workers, the Park District, and the school.

- Direct and guide the Kids' Place Directors in all areas.
- Assign daily tasks to the Kids' Place Directors.
- Report any problems which arise with participants, other employees, or the school to the Recreation Supervisor.
- Responsible for all activity and room preparations for the program.
- Keep the room neat and orderly.
- Keep storage room orderly and well inventoried.
- Request supplies for the program from the Recreation Supervisor.
- Assist with acquiring purchase orders and obtaining program supplies.
- Follow and enforce district policies and procedures.
- Assist with mid and end of the year evaluations.
- Assist with program purchases.
- Proactive response to any issues and concerns regarding the park district
- Other duties as assigned

Marginal Functions:

- Make recommendations to the Recreation Supervisor for improvement on equipment, supplies, facility and program needs.
- Set up and move furniture.
- Clean up room after program is finished.
- Be flexible and adaptable to new situations.
- Assist in other Recreation programs as needed.

Work Hours and Compensation:

The position of Before/Afterschool Director is a part time position and is paid every two weeks at an agreed salary. The position is classified as a non-exempt hourly employee status and will work from 1-27 hours per week. The hours worked on a daily basis may vary.

Environmental Considerations:

- May be exposed to all weather conditions. May be required to work in various temperatures within the facility and outside.

Cognitive Considerations:

- Must be able to effectively coordinate with staff and keep program organized
- Must be able to work closely with staff and other employees and set an example for the staff as well as participants.
- Ability to use good judgment and effective problem solving skills.
- Maintain proper administrative paper work. This includes but not limited to time sheets, attendance sheets leave request forms, and accident/injury forms.
- Uphold and enhance the public image of the district in any contact with the public.

Psychological Considerations:

- The Director must resolve differences and problems that arise with patrons and employees. The worker may also have to work under stressful situations when first aid or CPR is required.

Physiological Considerations:

- Prolonged standing could affect some individual's blood pressure. The Site Director may need to respond quickly and accurately.