



Florence Fuller Child Development Center Job Description

Title: After School/Summer Camp Coordinator

Classification: Full Time/ Non-Exempt

Reports to: Senior Director

Mission Statement: Making a difference through education for economically challenged children and families to build a positive future in our community.

Vision Statement: Striving for excellence as a progressive Child and Family Center, while being the catalyst for change that positively impacts our community.

Core Values: Compassion, Critical Thinking, Dignity, Excellence, Flexibility, Honesty, Mutual Respect, Promotes Harmony, Takes Initiative, Team Player, Trust.

General Description: This position will provide leadership to the Afterschool/Summer Camp Department as they support and assist children in an effort to reach their highest potential. This position will lead the department in training, identifying, informing and supporting staff. This position will train staff to be role models to their children in both academic and enrichment activities. Maintain all needed licenses and assume primary responsibility for monitorings of afterschool and summer camp programming.

Physical Requirements:

Must be able to lift up to 45 pounds and provide physical assistance in the transportation of special needs children by lifting child into seat and fastening safety belt. Reasonable accommodation may be made for otherwise qualified persons with disabilities.

Education & Experience:

Minimum level AA degree, Bachelors' preferred. CDA requirements, preferably some knowledge of Social Services. Two years' experience in child care/afterschool care with children ages five to twelve.

Certificates, Licenses, Registrations:

20 hours Child Care Worker Certification Course
10 hours developmentally appropriate practice course
30 hours of annual in service training
CPR
Bus Drivers license preferred

Responsibilities:

1. Supervisor, train, and support Afterschool and Summer Camp Counselors.
2. Review and sign incident and accident reports prepared by counselors before submitting them to the Center Director and Family Services Department Reviews according to agency time restrictions.

Revised: 07.18.19KG



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3. Conduct staff supervision at least monthly to provide guidance and support.
4. Conduct staff evaluations to review job performance, expectations, and set goals for continued professional development.
5. Work in cooperation with the Center Director to maintain an established standard of compliance with developmentally appropriate practices such as NAEYC, PrimeTime, etc.
6. Develop curriculum appropriate for School Age Children using a yearly curriculum guide and age appropriate activities with input from school-age children and the counselors.
7. Post weekly lesson plans for the Afterschool and Summer Camp Program (including indoor and outdoor activities).
8. Complete and post monthly calendar for Afterschool and Summer Camp program.
9. Provide love, guidance and understanding to develop a sense of self-worth and respect in each child by using discipline techniques found the Staff Manual
10. Emphasize health, hygiene, and proper nutrition by visually checking each child as they arrive and provide guidance in hand washing and bathroom usage. Proper nutrition is to be encouraged through discussion at each meal and within the curriculum
11. Maintain an annual supply of school-age materials, supplies and equipment necessary to carry out an effective program
12. Provide check requests and /or purchase order forms for field trips, arts and crafts supplies, sporting equipment, etc.
13. Perform monitoring of off campus field trips.
14. Tracking of all needed data and information will be completed in all agency required data systems.
15. Approve any overtime hours for the school-age counselors
16. Perform required computer programs proficiently.
17. Must have the ability to read, analyze, and interpret professional journals or technical procedures written in English, the ability to type reports and business correspondence in English, and the ability to effectively communicate in English.
18. Discusses plans and coordinates concerns regarding the child and family with other staff.
19. Maintains strict confidentiality at all times, including the ability to recognize situations in which extra care with sensitive information is required.
20. Attends all workshops and meetings as deemed necessary by the supervisor
21. Attends all required staff and parent meetings and activities.
22. Performs First Aid and Cardiopulmonary Resuscitation (CPR) as needed.
23. Performs other related duties as required.



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Other Functions:

Note: The duties above are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described above.

Principal Accountabilities:

1. Must demonstrate sensitivity to our population's socioeconomic characteristics and needs.
2. Must be a team player and maintain a professional demeanor at all times.
3. Demonstrate effective staff management and leadership skills.
4. Quality – The extent to which an employee's work is accurate, thorough and neat.
5. Productivity – The extent to which an employee produces a significant volume of work efficiently in a specified period of time.
6. Job Knowledge – Basic knowledge and ability to which an employee possesses the practical/technical skills required for the job.
7. Reliability – The extent to which an employee can be relied upon regarding task completion and follow-up.
8. Attendance – The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.
9. Independence – The extent to which an employee performs work with little or no supervision.
10. Creativity – The extent to which an employee seeks out new assignments and assumes additional duties when necessary.
11. Adherence to Policy – The extent to which an employee follows procedures and conduct rules, other regulations and adheres to company policy.
12. Interpersonal Relationships – The extent to which an employee demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts.
13. Judgment – The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.

Acknowledgement:

I have read and understand the requirements of this position as outlined in the above job description. I am aware that this job description is not to be construed as an exhaustive statement of duties and responsibilities as secondary functions may be assigned from time to time. I also understand that my continued employment and

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performance evaluation will be based on my performance of the functions established herein and compliance with established policies and performance standards. I certify that I am able to perform the essential job functions and meet the requirements of this position.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date