



**APRIL 2014
FLSA: NON-EXEMPT**

CHILDCARE SITE COORDINATOR

DEFINITION

Under general supervision, plans, organizes, coordinates, and oversees the City's Schoolmates Program (a school-aged, before and after school child care program); leads programmatic efforts and provides administrative duties in support of the program; supervises support staff; fosters cooperative working relationships with various public and private groups; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Supervisor. Provides direct supervision to Assistant Site Coordinators, part-time staff and volunteers.

CLASS CHARACTERISTICS

Site Coordinator has responsibility for implementing and administering a specified school site, or multiple sites, of the Schoolmates Program and supervising on-site staff. Incumbents are responsible for developing, scheduling and conducting a variety of educational and recreational activities and events for participants in the program and other activities or events as assigned. This class is distinguished from Recreation Supervisor in that the latter has responsibility for formulating policy, developing goals and objectives, monitoring and administering program budgets and directing operations for multiple programs.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops, oversees, plans, implements and schedules a variety of educational and recreational activities and special events for a specified site of the Schoolmates Program, such as sports, games, drama, music, health, science, nature, crafts and indoor and outdoor activities.
- Plans, organizes, directs, schedules and evaluates the work of assigned staff; ensures and maintains appropriate staff-to-child ratios in compliance with state regulations; participates in the selection of support staff and provides for their training and development.
- Responds to inquiries and complaints from participants, parents, citizens and others, in person and by telephone; resolves problems and/or refers to them to a supervisor.
- Prepares a monthly outline of activities and submits this outline for approval; reviews approved program plans with staff.
- Conducts, participates in and evaluates the effectiveness of Schoolmates programs, activities, and special events and recommends improvements or modifications.

- Instructs children in the safe use of supplies and equipment.
- Provides technical assistance to staff; assists in developing discipline and classroom management techniques.
- Ensures the safety of children and staff at all times; maintains a safe, clean and tidy environment.
- Maintains billing records for each participant and collects fees.
- Prepares and maintains statistical and narrative records and reports related to Schoolmates programs, facilities and events.
- Prepares estimates of supplies and equipment; orders, purchases and/or obtains supplies and equipment to maintain an adequate inventory for program needs.
- Selects and arranges field trips, special events and guest speakers.
- Coordinates the preparation of a monthly site calendar/newsletter.
- Sets up and uses a variety of recreational, educational, cleaning, and other equipment related to the program as well as standard office equipment, including computers.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Theories, principles, methods and materials used in recreational activities with elementary school children.
- Principles and practices of recreation program supervision for elementary school children.
- Basic supervisory principles and practices.
- Applicable regulations and rules related to the program and facility to which assigned.
- Standard office practices and procedures, including record keeping, business mathematics and basic computer applications related to the work.
- Safety practices and procedures, including basic first aid and CPR.
- Record keeping practices.
- Business arithmetic.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to:

- Plan, organize, direct, supervise and evaluate the work of assigned staff.
- Train staff in work and safety procedures.
- Interpret, apply and explain policies, rules and regulations.
- Develop, implement and conduct age-appropriate recreational programs and activities for school-age children.
- Prepare effective written informational and promotional materials.
- Maintain accurate records and files and account for fees received.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid.
- Maintain facilities and equipment in a clean, safe and secure manner.
- Exercise independent judgment and initiative within established policy guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to an Associate's degree from an accredited college or university with major coursework in child development, early childhood education, recreation or a related field and three (3) years of experience working with youth in a group setting. A Bachelor's degree may be substituted for one (1) year of the required experience.

Licenses and Certifications:

Must possess a valid California class C driver's license and a satisfactory driving record.
May be required to possess a class B driver's license.
Must possess or have the ability to attain First Aid and CPR Certifications.

PHYSICAL DEMANDS

Must possess strength, stamina and mobility to perform moderate physical work; strength to lift and carry recreation equipment weighing up to 35 pounds for extended periods of time; and flexibility to lift, carry, push, pull, or move objects. May involve significant standing, walking, pushing, bending and/or pulling to participate in recreation activities. Visual acuity sufficient to perform computer work and other essential functions of the position. Hearing and speech to communicate in person and over the phone.

ENVIRONMENTAL ELEMENTS

Employees work in a school setting with loud to moderate noise levels, controlled temperature conditions. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with challenging staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be fingerprinted for submission to the California Department of Justice in order to work with children.