



**JUNE 2018**  
**FLSA: NON-EXEMPT**

## **ASSISTANT CHILDCARE PROGRAM COORDINATOR**

### **DEFINITION**

Under general supervision, assists in planning, organizing, coordinating, and overseeing the City's Schoolmates and MiniMates Programs (childcare programs), Counselor-In-Training (CIT) and Junior CIT programs, as well as special events; provides administrative support and program assistance to the Childcare Program Coordinator; 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 Childcare Program Coordinator and/or Recreation Supervisor. Provides direct supervision to seasonal and/or part-time staff and volunteers.

### **CLASS CHARACTERISTICS**

This classification assists in developing, coordinating, and implementing the Schoolmates and MiniMates Programs including scheduling and implementing a variety of educational and recreational activities and events. The duties involved include the oversight of day-to-day program operations. This class is distinguished from Childcare Program Coordinator in that the latter has responsibility for planning, developing, programming, and administering Schoolmates and MiniMates programs including implementation of goals and objectives and oversight of program performance, reporting, accountability, and regulatory compliance. This class is further distinguished from the Childcare Site Coordinator in that the latter is a part-time class that administers the afternoon Schoolmates Program at a specific school site.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (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.*

- Plans, develops, oversees, implements, and schedules a variety of educational and recreational activities and special events for the MiniMates Program; assists in developing program plans including activities such as sports, games, drama, music, health, science, nature, crafts, field trips, and indoor and outdoor activities; reviews approved program plan with on-site staff.
- Assists in the administration of and provides program support for the Schoolmates Program including coordinating facilities maintenance for all Schoolmates program sites.
- Assists in the planning, administration of and provides support to the summer Schoolmates program.
- 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; provides for their training and development and ensures staff are trained on applicable current and new regulatory and program requirements.
- Assists in the planning, coordination, and implementation of the CIT and Junior CIT programs.

- Provides assistance to on-site staff as needed; assists in developing discipline and classroom management techniques.
- Assists in the planning and execution of program-specific and/or City-wide special events.
- Assists in identifying and implementing ways to increase program enrollment through community outreach and marketing efforts; assists in the design and preparation of a variety of publicity/informational materials; disseminates information and materials through appropriate channels to targeted community members.
- Prepares and maintains records and reports related to MiniMates program.
- Develops and maintains positive and collaborative relationships with community groups, residents, and school and district representatives, in the coordination and implementation of assigned program.
- Serves as the primary contact with parents, principals, teachers, school district, and other community organizations in providing information and interpretation of MiniMates program policies and procedures.
- 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.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Theories, principles, methods, and materials used in recreational activities with elementary school children.
- Principles, practices, and methods of administering and coordinating a counselor-in-training program.
- Recreational, cultural, age-specific, and social needs of the community.
- Basic supervisory principles and practices.
- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and City policies and procedures relevant to assigned programs.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and software relevant to work performed.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the City in contacts with the public.
- 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.
- Develop, implement, and conduct age-appropriate recreational programs and activities for school-age children.
- Plan, research, organize, coordinate, and implement a variety of activities and events related to the City's MiniMates program.
- Plan, organize, coordinate, and implement a counselor-in-training program.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, and regulations, and City policies and procedures relevant to assigned area of responsibility.
- Prepare effective written informational and promotional materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- 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:**

*Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to an associate degree from an accredited college or university with major coursework in child development, early childhood education, recreation, or a related field and six (6) months of work experience in a licensed childcare facility or similar program serving school-aged children in a group setting.

**Licenses and Certifications:**

- Must possess a valid California Class C driver's license and a satisfactory driving record.
- Must possess or obtain prior to the completion of the probationary period First Aid and CPR Certificates.
- May be required to possess a class B driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office and/or school setting and use standard office and/or recreation program equipment, including a computer; to operate a motor vehicle and to visit various City, recreation, and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office and above-mentioned equipment. Positions in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 35 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in a school setting with loud to moderate noise levels and 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.