



JUNE 2018
FLSA: NON-EXEMPT

CHILDCARE PROGRAM COORDINATOR

DEFINITION

Under general supervision, plans, organizes, coordinates, promotes, and oversees the City's Schoolmates (morning, afternoon, and summer schedules) and MiniMates Programs (childcare programs); participates in the development and implementation of the Counselor-in-Training (CIT) and Junior CIT programs; directs programmatic efforts and provides administrative support and assistance to the Recreation Supervisor; provides support to the Recreation Department's summer program by implementing a variety of summer educational and recreational activities; coordinates, attends, and provides support to the Recreation Department and/or Citywide special events; 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 Childcare Program Coordinator, part-time staff, and volunteers.

CLASS CHARACTERISTICS

This classification has responsibility for developing, coordinating, and implementing the Schoolmates (morning, afternoon, and summer) and MiniMates Programs, including designing, programming, scheduling, and promoting a variety of educational and recreational activities and events. The duties involved include the implementation of goals and objectives and oversight of program performance, reporting, accountability, and regulatory compliance. 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. This class is further distinguished from the Schoolmates 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 Schoolmates (morning, afternoon, and summer) and MiniMates Programs; develops academic year and summer school program plans including activities such as sports, games, drama, music, health, science, nature, crafts, field trips, and indoor and outdoor activities; reviews approved program plans with on-site staff.
- Designs and implements new and modified activities and events within designated programs based on assessment of the community's childcare needs and priorities; develops program objectives, designs plan of action, projects resource needs and requirements, and implements changes upon approval.

- 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.
- Plans, directs, oversees, and coordinates the CIT and Junior CIT programs, including preparing public outreach and information relating to the program; screens applications, conducts interviews, and selects counselors; determines counselor assignments based on assessment of knowledge, skills, abilities, and program needs; provides training to staff on working with counselors; evaluates and identifies opportunities for counselor support at program sites and recommends development of new counselor positions based on program needs.
- Ensures compliance with state licensing requirements at all Schoolmates sites.
- Provides assistance to on-site staff at various childcare sites as needed; assists in developing discipline and classroom management techniques as well as best practices for supporting children with special needs.
- Coordinates the purchase of a variety of supplies, materials, and equipment for designated programs; reviews and approves all requests of expenditures by assigned staff; monitors program budgets.
- Coordinates, attends, and provides support to program-specific and/or City-wide special events.
- Identifies and implements ways to increase program enrollment through community outreach and marketing efforts; assists in the design and preparation of a variety of publicity/informational strategies and materials; disseminates information and materials through appropriate channels to targeted community members.
- Prepares and maintains statistical and narrative records and reports related to Schoolmates and MiniMates programs, facilities, and events.
- Maintains billing records for program participants and drop-in registrations and collects applicable fees.
- Develops and maintains positive and collaborative relationships with community groups, residents, and school and district representatives, in the coordination and implementation of assigned programs.
- Serves as the lead resource and primary contact with parents, principals, teachers, school district, and other community organizations in providing information and interpretation of 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.
- Stays abreast of new trends and innovations in the field of childcare; monitors changes in laws, regulations, and technology that may affect City and program operations; recommends policy and procedural changes to Recreation Supervisor as required.
- 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.
- Principles, practices, and methods of administering and coordinating a counselor-in-training program.
- Recreational, cultural, age-specific, and social needs of the community.
- Principles and techniques of conducting program assessments, evaluating alternatives, making sound recommendations, and preparing and presenting effective reports.
- 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.
- Business arithmetic.
- 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 Schoolmates and MiniMates programs.
- Plan, organize, coordinate, and implement a counselor-in-training program.
- Research and evaluate new service delivery methods, procedures, and techniques.
- Perform arithmetic computations accurately.
- 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.
- Develop effective marketing and community outreach strategies and campaigns.
- Prepare written reports and correspondence.
- 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 three (3) years of experience working with youth in a group setting. A bachelor's degree is desirable and 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.
- 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.

School year hours 7:30-4:30
Summer hours 8:00-5:00