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Position: School-Age Child Care Site Coordinator

General Function: To plan and implement programs and activities for children in grades K – 5. Program areas include; art, recreation, sports & fitness, curriculum, scheduling, and academic education. 40 hours per week. Monday – Friday 10:00 - 6:00 schedule.

Duties

- Greet children upon their arrival and departure.
- Supervise children during all classroom and outdoor activities.
- Supervise lead teachers and assistant teachers during program hours
- Prepare and implement daily curriculum.
- Observe, document, and record information and behavior for specific children assigned.
- Maintain children's files.
- Prepare children's adjustment reports and progress reports for assigned children.
- Keep parents informed of their child's progress through updates, notices, and reminders.
- Maintain an orderly, attractive, and sanitary classroom.
- Keep the Director informed of all pertinent information.
- Attend weekly supervision meetings.
- Participate in EEC mandated trainings.
- Assist the Director with additional duties assigned.
- Assist in overseeing other PT employees at various locations

Strategic Opportunities

- Comprehensive understanding of EEC regulations, and implementation of guidelines.
- Understand the overall principles of youth development and how each individual program contributes to the overall BGCMW Club operations.
- Understand financial and budget management for specific programming costs
- Contribute to the recruitment and outreach for the overall program
- Program planning, development, implementation and evaluation of children and staff
- Developing and maintaining collaborative partnerships and public relations I BGCMW and the public school system

Qualifications

Must be at least 20 years old and

Must meet one of the following per EEC Guidelines

- Have a minimum of Bachelor's degree in Child Development, Early Childhood Education, Elementary Ed, Child Guidance, Human Services, Nursing, Psychology, P.E., Recreation, Child Psych, the Arts, Social Work, Sociology, or Child Care and 6 months experience working with school age children or
- Have a Bachelor's degree in any field or an Associates' degree in any field of study listed above and 9 months experience working with school age children; or
- Have high school diploma and have 1 year experience working with school age children.

Other Qualifications:

- Have the ability to work both as a team and independently
- Good organization skills and ability to multi-task
- Ability to handle confidential information