

JOB DESCRIPTION

AFTER-SCHOOL PROGRAM COORDINATOR

General Job Description:

The After-School Program Coordinator plans, implements and administers the after-school program at Southeast Linn Community Center (SELCC). The Program Coordinator must enjoy working with school aged children. They are responsible for planning activities, ensuring safety of all children in the program, serving snacks, interacting with children and their families, working independently as well as with a team, and creating an enriching, fun, and safe environment. The candidate must have a positive attitude and serve as a role model to participants in the program.

Job Duties and Responsibilities (Other duties may be assigned as appropriate.)

- Supervises the operations and maintenance of the After-School Program
- Reports to and communicates regularly with the Executive Director of SELCC
- Provides written monthly report to board
- Designs and implements program activities
- Supervises and monitors children when they are in the building
- Supervises, monitors, and evaluates performance of volunteers
- Oversees the program's food and maintenance of inventory to maximize efficiency and quality of snacks for children
- Prepares snacks for children
- Keeps current registration and contact sheets on all program participants
- Maintains storage of games and crafts materials
- Cleaning of space after use
- Outreach related to the After-School Program
- Follows all policy and procedures of SELCC.
- Supervises all workshops hosted by the program
- Posts Program events on a common SELCC calendar and is informed of other SELCC events that may affect the Program

Education/ Experience

- High school Diploma or equivalent required. Associate or higher degree preferred.
- Job-related experience preferred
- Trained as a mandatory child abuse reporter or able to complete this training upon hire

Skills

- Proficient in basic computer applications
- Organization and planning skills

Capabilities

- Demonstrated capability to conduct one's self in a calm and professional manner when dealing with the public and/or with difficult situations
- Demonstrated capability to effectively communicate orally and in writing
- Ability to work well with a diverse group of staff and volunteers
- Willingness to adjust hours to accommodate the needs of the program
- Ability to effectively manage a wide array of tasks, projects, and responsibilities
- Ability to work productively in an unstructured environment with frequent interruptions
- Ability to pass criminal and other background checks that may be performed

Time Commitment

- Hours are generally Monday through Friday between 3:00 PM and 5:00 PM or as needed
- Schedule follows Lisbon School Calendar