

JOB DESCRIPTION

After-School Coordinator

Responsibilities

1. Provide overall management, supervision and administration of after school program; On- site during after-school hours, including but not limited to the cleanliness of the site
2. Prepare, manage and submit all relevant paperwork, staff evaluations and inventories pertaining to After-School developments to the Supervisor of Community Programs; including but not limited to monthly reports on program progress, attendance, snack count.
3. Assist in the recruitment and enrollment of students in the after-school program.
4. Train and supervise staff and volunteers; Responsible for planning and supervising after-school program activities/curriculum and assist Group Leaders in planning enriching activities and curriculum.
5. Provide leadership and guidance for assigned staff members; work closely with after-school staff to ensure that the goals and objectives of the program are carried out.
6. Develop opportunities for the involvement of parents and community volunteers in the program, on a quarterly basis, explore resources and linkages in the community that will enhance the program.
7. Communicate with the parents of the program participants on an on-going basis any information directed by the Supervisor of Community Programs
8. Ensure that all staff follow the policies, procedures and regulations of the After School Program as stated by CLUSTER, the Board of Education, New York State Office of Children and Families and Child Care Council.
9. Attend all required trainings.

Supervision

Reports to the Supervisor of Community Programs

Qualifications

- Bachelor's Degree preferred in Education or Child Development
- At least 3 years' experience working with children; some supervisory experience preferred
- Excellent oral and written communication; excellent organizational skills
- Good health and emotional maturity, must be able to supervise in a fair and diplomatic manner
- Ability to work well with people of diverse economic and cultural backgrounds.
- Prior experience in the area of youth development with an emphasis on planning and implementing after school activities
- Bilingual English/Spanish a plus
- Reliable vehicle accessibility necessary

HOURS

Part- time – 25 hours/week