

ASSISTANT CHILDCARE SITE COORDINATOR

DEFINITION

Under general supervision, assists in implementing and administering a site of the City's Schoolmates Program (school aged, before and after school child care program at a school site); and performs related work as assigned.

CLASS CHARACTERISTICS

Assistant Childcare Site Coordinator has responsibility for assisting in the implementation and administration of a specified site for the Schoolmates Program and supervising on-site staff. Incumbents are responsible for assisting in developing, scheduling and conducting a variety of educational and recreational activities and events for participants in the program and other activities and events assigned. This class is distinguished from Childcare Site Coordinator in that the latter has responsibility for formulating policy, developing goals and objectives and dealing with issues and concerns of program participants and parents.

EXAMPLES OF DUTIES (Illustrative Only)

- Assists in developing, planning, implementing and scheduling of a variety of educational and recreational activities and special events for a specified site of the Schoolmates Program, such as sports, games, drama, music, health, science, nature, crafts and indoor and outside activities.
- Assists the Site Coordinator in preparing a monthly outline of activities to be submitted for supervisory approval.
- Conducts, participates in and evaluates the effectiveness of Schoolmates programs, activities, and special events and recommends improvements or modifications.
- Instructs children in the safe use of supplies and equipment.
- Provides technical assistance to staff; assists in developing discipline and classroom management techniques.
- Ensures the safety of children and staff at all times; maintains a safe, clean and tidy environment.
- Maintains billing records for each participant and collects fees.
- Assists in planning, organizing, directing and scheduling the work of assigned staff; ensures and maintains appropriate staff-to-child ratios in compliance with state regulations.
- Assists the Site Coordinator in the selection of support staff and in staff training and development.
- Assists in preparing a monthly site calendar/newsletter.
- Assists in preparing estimates of supplies and equipment; orders, purchases and/or obtains supplies and equipment to maintain an adequate inventory for program needs.
- Assists in selecting and arranging field trips, special events and guest speakers.
- Sets up and uses a variety of recreational, educational, cleaning, and other equipment related to the program as well as standard office equipment, including computers.

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.
- Applicable regulations and rules related to the program and facility to which assigned.
- Standard office practices and procedures, including record keeping, business mathematics and basic computer applications related to the work.
- Safety practices and procedures, including basic first aid and CPR.
- Record keeping practices.
- Business arithmetic.
- Basic supervisory principles and practices.

Skill in:

- Directing the work of assigned staff.
- Training staff in work and safety procedures.
- Interpreting, applying and explaining policies, rules and regulations.
- Assisting in developing, implementing and conducting age appropriate recreational programs and activities for school age children.
- Preparing effective written informational and promotional materials.
- Maintaining accurate records and files and accounting for fees received.
- Handling medical emergencies and injuries in a calm and effective manner, including providing basic first aid.
- Following oral and written instructions.
- Maintaining facilities and equipment in a clean, safe and secure manner.
- Establishing and maintaining effective working relationships with program participants, their parents, staff and others contacted in the course of the work.

Education and Experience:

Equivalent to completion of 12 semester or equivalent quarter units in early childhood education and enroll in a staff relations or administrative course after hire and administration and two years of paid or volunteer experience in a group setting with elementary school children. Must progress toward a Child Center Supervisory certificate.

Licenses and Certifications:

Must possess or obtain prior to the completion of the probationary period First Aid and CPR Certificates. Specified positions may be required to possess a valid California class C driver's license and have a satisfactory driving record.

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Working Conditions:

Must be fingerprinted for submission to the California Department of Justice in order to work with children.

Physical Demands:

Must possess mobility to work in a recreation/office setting and use standard office equipment, including a computer; strength to lift and carry office and recreation materials weighing up to 35 pounds and to reach and stoop to participate in recreational activities; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.