

**CHILDCARE SITE COORDINATOR**

**DEFINITION**

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

**CLASS CHARACTERISTICS**

Childcare Site Coordinator has responsibility for implementing and administering a specified site of the Schoolmates Program and supervising on-site staff. Incumbents are responsible for 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 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.

**EXAMPLES OF DUTIES** (Illustrative Only)

- Develops, plans, implements and schedules 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 outdoor activities.
- 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 and provides for their training and development.
- 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.
- Prepares a monthly outline of activities and submits this outline for approval; reviews approved program plans with staff.
- 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.
- Prepares and maintains statistical and narrative records and reports related to Schoolmates programs, facilities and events.
- Prepares estimates of supplies and equipment; orders, purchases and/or obtains supplies and equipment to maintain an adequate inventory for program needs.
- Selects and arranges field trips, special events and guest speakers.
- Coordinates the preparation of a monthly site calendar/newsletter.
- 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:**

- Basic supervisory principles and practices.
- 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.

### **Skill in:**

- Planning, organizing, directing, supervising and evaluating the work of assigned staff.
- Training staff in work and safety procedures.
- Interpreting, applying and explaining policies, rules and regulations.
- 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.
- Maintaining facilities and equipment in a clean, safe and secure manner.
- Exercising independent judgment and initiative within established policy guidelines.
- 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 possession of an Associate of Arts degree with major coursework in early childhood education, child development, elementary or physical education or recreation appropriate to elementary school children which has included three (3) semester or equivalent quarter units in staff relations or administration and three years of experience (three [3] hours or more per day for one hundred [100] days in a calendar year) in a group setting with elementary school children. Additional education as described above, leading to a bachelor's degree, may be substituted for one 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.

**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 an 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.