



APRIL 2014
FLSA: NON-EXEMPT

ASSISTANT CHILDCARE SITE COORDINATOR

DEFINITION

Under general supervision, plans, organizes, coordinates, and provides assistance for a site of the City's Schoolmates Program (a school aged, before and after school childcare program); provides administrative support and program assistance to the Site Coordinators; fosters cooperative working relationships with various public and private groups; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Site Coordinators and/or Recreation Supervisor. May provide functional direction to seasonal and/or part-time staff.

CLASS CHARACTERISTICS

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 or events as assigned. This class is distinguished from Site Coordinator in that the latter has responsibility for formulating policy, developing goals and objectives and dealing with complex issues and concerns of program participants and parents.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- 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 organized 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.
- Performs other duties as assigned.

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.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to:

- Direct the work of assigned staff.
- Train staff in work and safety procedures.
- Interpret, apply and explain policies, rules and regulations.
- Assist in developing, implementing and conducting age appropriate recreational programs and activities for school age children.
- Prepare effective written informational and promotional materials.
- Maintain accurate records and files and accounting for fees received.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid.
- Maintain facilities and equipment in a clean, safe and secure manner.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to the completion of twelve (12) semester units in early childhood education, child development, recreation or a related field and six (6) months of work experience in a licensed childcare facility or similar program serving school-aged children in a group setting.

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 B or C driver's license and have a satisfactory driving record.

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.

ENVIRONMENTAL ELEMENTS

Employees work in a school setting with loud to moderate noise levels, controlled temperature conditions. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with challenging staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

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