

## *Camp Fire North Shore*

**POSITION:** Afterschool Site Coordinator

**HOURS OF WORK:** Part-time, up to 26 hrs/wk, 1:30 – 6:00 pm or 2:00 – 6:00 pm, Monday through Friday, plus training and planning hours

**POSITIONS LOCATED IN:** Lynn, MA elementary schools

**START DATE:** September 7, 2016 with orientation, training, and planning to take place weeks of August 22 & 29.

### **JOB DESCRIPTION/RESPONSIBILITIES:**

- **Program administration:** Overall responsibility for the day-to-day administration of the program including supervising enrolled children and developing a daily schedule; oversee the planning and implementation of curriculum, ensuring there are quality, diverse activities daily to keep children learning and engaged, designing and implementing special events such as parent engagement events and open houses; keeping program space neat, clean, safe, stimulating, and enjoyable; ensuring materials and activities are age-appropriate and rotated on a regular basis.
- **Program compliance:** Ensure program is in compliance with federal, state, and EEC regulations.
- **Paperwork and documentation:** Properly fill out all pertinent paperwork on time and keep proper records organized for review. Spend two hours weekly at the office to plan, print, organize paperwork and pick up mail in box. Be responsible for turning in receipts monthly for activity money and turning completed payroll in weekly.
- **Staff supervision:** Directly supervise Group Leaders, Assistant Group Leaders, and volunteers. Manage staff scheduling and submit completed payroll weekly.
- **Being a role model and resource:** Be a positive role model for children, provide a safe engaging environment for them to grow positive relationships with adult staff and their peers, act as a resource person for parents and the community. Connect with the school principal, secretary, custodians, and teachers to ensure a positive connection with your school.
- **Ongoing communication with main office and Program Administrator:** Have ongoing communication with the main office regarding paperwork and payments; with the Administrator about site concerns, schedules, snack and supply inventories, curricula, etc..
- **Staff meetings and professional development:** Attend bi-weekly Site Coordinator meetings, monthly all-staff meetings, all trainings for staff throughout the school year, and participate in professional development opportunities, meetings and workshops to meet EEC levels.
- Fulfill other duties as they develop, have the ability to ask questions, and take positive criticism.
- Continue to improve program quality through the Camp Fire Program Quality Assessment process.

### **QUALIFICATIONS:**

- Have minimum of a Bachelor's degree in Child Development, Early Childhood Education, Elementary Education, Child Guidance, Human Services, Nursing, Psychology, Physical Education, Recreation, Child Psychology, the Arts, Social Work, Sociology, or Child Care and have six months experience working with school age children; or
- Have a Bachelor's degree in any field or an Associate's degree in any field of study and have nine months of experience working with school age children; or
- Have a high school diploma or equivalent; and have one year of experience working with school age children.

### **ADDITIONAL REQUIREMENTS:**

- Knowledge of children's physical, emotional, and developmental patterns.
- Knowledge of general learning theories and curriculum development.
- Demonstrate professional skills in the areas of curriculum planning; program goal setting; and establishing procedures for evaluating the progress of individual children and staff.
- Demonstrate ability to discern when enrolled children may need special medical or psychological services
- Evidence of emotional maturity and stability and to be a team player.
- CPR/First Aid certification (within six months of hire).
- Fulfill the Department of Early Education and Care training requirements for 20 hours of professional development training annually.