

Camp Fire North Shore

POSITIONS: Afterschool Site Coordinator

HOURS OF WORK: Part-time, up to 26 hrs/wk, 1:30 – 6:00 pm, 2:00 – 6:00 pm, or 3:00 – 6:00 pm, Monday through Friday, plus training and planning hours. Programs run only on days school is in session. We provide early release care from dismissal until 6 pm on days

POSITIONS LOCATED IN: Lynn, MA elementary schools

JOB DESCRIPTION/RESPONSIBILITIES

- **Program administration:** Overall responsibility for the day-to-day administration of the program including:
 - supervising enrolled children and knowing how many children are present at all time;
 - developing, visibly posting, and following a daily schedule;
 - overseeing 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; and
 - 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 (attendance, time sheets, snack logs, activity receipts, etc.).
- **Staff supervision:** Directly supervise Group Leaders, Assistant Group Leaders, and volunteers at your site. Manage staff scheduling, submit completed payroll weekly, and check in and share information with staff weekly.
- **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. Respond to bi-weekly emails in a timely fashion. Meet all deadlines or communicate in advance if you are unable to meet a deadline/request.
- **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. Regularly connect with the school principal, secretary, custodians, and teachers.
- **Staff meetings and professional development:** Attend monthly 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.
- **Spend a minimum of two hours per week at the office to plan, print, organize paperwork, and pick up snack and mail in box.**
- 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.
- Demonstrate professional skills in the areas of curriculum planning; program goal setting; and establishing procedures for evaluating the progress of individual children and staff.
- Be a strong written and verbal communicator with administrators, parents, children, co-workers, and school 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 90 days of hire).