

## ***Camp Fire North Shore***

**POSITIONS:** Site Coordinator, 21<sup>st</sup> Century After School and Summer Program

**HOURS OF WORK:** Full-time, 40 hrs/wk, Monday thru Friday

**POSITION LOCATED IN:** Lynn & Salem, MA

**START DATE:** ASAP

**SALARY:** \$45,000

Camp Fire North Shore is a non-profit organization located in Salem and Lynn, MA offering after school care, summer day camp, teen and club programs, and self-reliance workshops to youth on the North Shore. Thrive{ology} is our proven, research-based approach to teaching every kid and teen how to be a better friend, student, son, daughter, member of society. For more information about our organization, please visit [www.campfirenorthshore.org](http://www.campfirenorthshore.org).

Camp Fire North Shore is seeking a Site Coordinator to supervise an afterschool program site. The position involves collaborative team work and provides opportunity for professional growth through professional development, training and coaching activities. The program targets school age youth, K through grade 5. This is a year-round position and will take place in the main office for part of the day and out at a program site for the remaining portion of the day. The person in this role will report to the 21<sup>st</sup> Century Program Coordinator and will work alongside the Program Director.

### **JOB DESCRIPTION**

- Overall responsibility for the day-to-day administration of the program including supervision of the children enrolled in the program and staff employed at the program
- Manage student recruitment and registration process with support from the Family Engagement Coordinator
- Assist Program Director with staff hiring decisions
- Maintain program binder and required documentation to ensure program is in compliance with federal, state, and EEC regulations
- Complete and submit weekly paperwork in a timely manner and keep proper records organized for review
- Complete injury and incident reports and distribute/file in accordance with EEC regulations
- Maintain a neat, clean, and stimulating program environment
- Work closely with the Program Coordinator to develop and implement relevant curriculum that ensures program goals and outcomes are met
- Manage scheduling of children and daily activities
- Act as a positive role model for children and provide a safe engaging environment for them to grow positive, interactive relationships with adult staff and peers
- Maintain ongoing communication with the Program Coordinator re: attendance, enrollment, paperwork, supplies, site concerns, etc.
- Conduct daily follow-up with families with regard to student absences
- Develop relationships with school-based staff to ensure a positive connection with the school
- Maintain open communication and serve as a resource to parents, social workers, and the school community
- Design and implement with assistance from the Family Engagement Coordinator special events (Parent & Family Engagement activities, Open House, Absolutely Incredible Kid Day, etc.)
- Lead weekly staff meetings and planning sessions
- Participate in professional development opportunities, trainings, meetings and workshops
- Drive program quality through the Camp Fire Program Quality Assessment and the 21<sup>st</sup> Century APT process
- Administer participant and program assessments as assigned by Program Coordinator

### **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 of 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

**ADDITIONAL REQUIREMENTS:**

- Knowledge of children's physical, emotional, and developmental patterns
- Knowledge of general learning theories and curriculum development
- Demonstrate ability to discern when enrolled children may need special medical or psychological services
- CPR and First Aid Certified (upon hire Camp Fire will schedule, renewed every year)
- 2 or more years of experience supervising staff in a dynamic working environment
- Experience analyzing data and using results to inform support strategies
- Excellent bilingual, (English and Spanish) oral and written communication skills
- Previous experience working in a 21st CCLC program preferred

**BENEFITS:**

- 3 weeks of vacation annually
- Generous sick leave
- 13 paid holidays
- Paid winter vacation break
- 401K plan
- Professional Development

If interested in applying for this position, please contact Kelly Ford via email at [kford@campfirenorthshore.org](mailto:kford@campfirenorthshore.org).