

Camp Fire North Shore

POSITIONS: Site Coordinator, After School Program

HOURS OF WORK: up to 35 hrs/wk, Monday thru Friday, 11am-6pm

POSITIONS LOCATED IN: Lynn/Salem, MA

PAY RATE: \$20/hr

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.

Camp Fire North Shore is seeking a number of Site Coordinators to supervise after school program. The programs target school age youth, pre-k through grade 8. This is a school year only position, with opportunities to extend employment at our summer day camp program in the summer months. Program Hours during the school year are 1:30pm - 6 pm, plus some evening training and meeting hours. Administrative work will be completed in the morning hours prior to program start.

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.
- Ensure program is in compliance with federal, state, and EEC regulations.
- Supervise group leaders, assistant group leaders, volunteers, youth leaders and others assigned to program site.
- Manage scheduling of staff, 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.
- Assist in keeping the program environment neat, clean, safe, stimulating, and enjoyable for all age groupings.
- Maintain ongoing communication with the Camp Fire main office re: attendance, enrollment, paperwork, etc.
- Complete and submit weekly paperwork on time and keep proper records organized for review.
- Oversee the implementation of curriculum according to the school year binder to ensure there is quality, diverse activities daily to keep children learning and engaged.
- Develop relationships with school-based staff and administration to ensure a positive connection with the school.
- Act as a resource for parents and school community.
- Design and implement with assistance from the Administrator special events (Parent Engagement, Open House, Absolutely Incredible Kid Day, etc.).
- Attend monthly site coordinator and staff meetings.
- Participate in professional development opportunities, trainings, meetings and workshops to meet EEC requirements.
- Communicate with the Administrator about site concerns, schedules, issues, supplies, etc.
- CPR and First Aid Certified (renewed every year)
- Spend up to 2 hours weekly at the office to plan, print, organize paperwork and pick up mail in the site box.
- Responsible for managing monthly activity allowance and for submitting site staffs' timesheets to main office.
- Fulfill duties as they develop, have the ability to ask questions, and be able to receive and provide constructive criticism.
- Drive 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 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
- 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.

If interested in applying for this position, please contact Kelly Ford, Program Administrator, at 978-745-7200, or via email at kford@campfirenorthshore.org.