

## **CARE PROGRAM COORDINATOR**

Classification: Program Coordinator- CARE Programs      Location: Community Services

Reports to: District Administrator      FLSA: Non-Exempt

Bargaining Unit: OSEA

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Part I: Position Summary:**

Position provides overall coordination and support for the Community Afterschool Relationship Enrichment Program (CARE) program at multiple locations. The position serves as the senior administrative/clerical staff member responsible for supporting the office administrator and, as appropriate, providing administrative leadership and guidance to the extended day site coordinators and program staff. This position is responsible for reviewing best practices and checking site compliance with program standards and applicable state and federal law. Responsibilities include staff coaching and guidance, program budget coordination, purchasing, family registration and enrollment, maintaining participant records, and acting as the program-to-district department liaison all while ensuring that the programs are offering a welcoming, safe and respectful climate for youth and families.

### **Part II: Supervision and Controls over the Work:**

Works under the supervision of a district office administrator. Work is controlled and/or guided by state guidelines, professional practice, school and district policies and procedures, and directions and expectations as established by administration.

### **Part III: Major Duties and Responsibilities (depending on specific assignment):**

1. Works cooperatively with the Community Services Administrator in supervising the performance of the extended day staff. Enforces the policies, rules, and regulations of the CARE program as approved by the Board of Directors and the Community Services Department.
2. Maintains records of program attendance, staffing, enrollment, income, and expenditures. Oversees family accounts including registration, billing, and payment plans.
3. Works cooperatively with extended day staff in area schools to develop daily plans of age-appropriate activities for the children enrolled in the program.

4. Determines supply and equipment requirements, maintains inventory, and oversees correct usage. Delivers supplies and materials within assigned area. Administers program budgets for field trips, events, and supplies.
5. Works cooperatively with area extended day staff to develop staff training opportunities for program improvement and to meet state-mandated requirements. Provides onboarding training to new staff members. Tracks training hours and requirements for program staff.
6. Develops staffing schedules that allow for the most efficient use of staff time and to meet student to staff ratios.
7. Makes arrangements for substitutes when needed.
8. Prepares timecards for processing and maintains records of employee work hours.
9. Monitors the suitability of extended day activities and environments and makes recommendations for improvements as needed.
10. Uses a program quality framework and national standards to assess program quality. Performs program and staff observations. Assists in staff coaching. Assists in program evaluation and development to improve quality and implement new ideas. May be required to obtain additional professional development on program quality.
11. Provides timely verbal and written communication to parents and families. Reviews and coordinates regular updates and newsletters.
12. Attends staff meetings and required trainings.
13. Required to work some early morning and evening hours.

Performs other duties as assigned.

#### **Part IV: Minimum Qualifications:**

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Possession of a Bachelor's Degree or equivalent in, education, recreation, child development or a related field.
- Must have at least two years training in education, early childhood development, physical education, or recreation.

- Must have at least two year’s successful experience in a supervisory capacity with children in a group setting such as classroom, daycare, youth development or recreation.
- Ability to work effectively, professionally, and collaboratively with parents, public, and other staff.
- Ability to work without direct supervision and coordinate activities.
- Ability to demonstrate sensitivity to the cultural, ethnic, gender, and religious diversity of students, staff, parents, and community.
- Ability to communicate effectively verbally and in writing and to use correct punctuation, spelling, and use of English.
- Ability to accurately apply mathematic principals in developing, compiling, calculating, analyzing and presenting statistical data and reports.
- Demonstrates strong knowledge of child development and instructional practices.
- Possess a valid driver license and access to a vehicle for local travel between work sites.

**Part V: Desired Qualifications:**

- Bilingual and/or bicultural skills.
- Experience with program development or youth program management and supervision.

**Part VI: Physical and Environmental Requirements of the positions:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must lift and/or move 25 to 50 pounds, and may assist, move, or restrain students when required to intervene in student safety issues.
- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, and hear. Employee may be required to perform extensive work at a computer display terminal.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties.

- The employee may be exposed to infectious disease as carried by students, exposed to student noise and learning resource noise levels.
- The employee may be required to travel on school-owned or leased vehicles while supervising and assisting students.