

**St. Michael –Albertville Public Schools  
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Kids Play Coordinator	Community Education and Services	Community Education Director
<b>JOB SUMMARY:</b>  Develop, plan, promote, coordinate and evaluate a variety of recreation and athletic programs associated with the Kids Play program (school age child care program)		
<b>QUALIFICATIONS:</b>  Require Bachelor’s Degree in community education, recreation, education or other related field. Experience in a community education program or municipal recreation setting is strongly desirable. Must possess strong organizational skills, computer skills, written and verbal communication skills, and have the ability to work with diverse groups of people.		
TASK NO.	DESCRIPTION WORK YEAR: 260 days	FREQUENCY

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|---|--|-----|
| 1 | Plan, implement and evaluate all aspects of the Kids Play program.   | 30% |
| 2 | Administer program budget including managing financial accounting system, billing, tuition payments, and time sheets   | 30% |
| 3 | Recruit, hire, supervise, train and evaluate staff.  | 8%  |
| 4 | Assign job duties as necessary to support staff and supervise the scheduling of staff  | 5%  |
| 5 | Oversee the Assistant Kids Play Coordinator and daily operation of the program   | 5%  |
| 6 | Manage registrations for the program   | 5%  |
| 7 | Establish and maintain effective relationships with school personnel, staff and families   | 5%  |
| 8 | Attend and/or coordinate staff meetings, attend Community Education Advisory Committee meetings, attend workshops and training sessions as directed by supervisor. | 3%  |

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9	Develop, review and update procedures, handbooks, policies related to the Kids Play program; ensure that program and district policies and procedures are enforced	3%
10	Purchase supplies and equipment and manage the inventory	2%
11	Create and implement behavior plans; consult with school personnel for IEP's when necessary	2%
12	Perform other related duties as assigned.	2%

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SUPERVISOR'S APPROVAL

\_\_\_\_\_  
DATE

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COMMITTEE'S APPROVAL

\_\_\_\_\_  
DATE