



## **ANNOUNCEMENT OF POSITION VACANCY**

### **INTERNAL & EXTERNAL POSTING**

**Date of Posting:** May 23, 2023

**TITLE OF POSITION:** Before and After School Program (B.A.S.E.) Coordinator

**HOURS:** 40 hours per week

- At minimum, Coordinator must be available during B.A.S.E. hours:  
6:00 a.m. – 8:30 a.m. and 3:00 p.m. – 6:00 p.m. Monday-Friday  
6:00 a.m. – 10:00 a.m. and 3:00 p.m. – 6:00 p.m. Wednesday
- Potential schedule may be:  
Week 1: M,W, F 6:00 a.m. to 2:30 p.m.; T, Th 9:30 a.m. to 6:00 p.m.  
Week 2: T, W, Th 6:00 a.m. to 2:30 p.m.; M, F 9:30 a.m. to 6:00 p.m.
- Extra hours on snow days, 2-hour delays/school breaks and teacher in-service/conference days.
- Office Hours Vary

**STARTING DATE:** Immediately, training provided

**CLOSING DATE:** Until filled

**PAY RATE:** \$18-20 per hour; benefits available

### **Requirements:**

- Bachelor's Degree or higher in a child-related field
- 480 hours of experience working as a child care staff member in a program serving school-age children.
- Completion of 15 clock hours, 1 semester hour or 1.5 CEUs of documented school-age training
- DHS requirements: Physical/TB
- Background check/fingerprints upon hire

### **Responsibilities:**

- Oversee multi-site school-age program:
  - Must visit each site a minimum of one (1) session per week and maintain written documentation of site visits, including dates and times
  - Must be available to site supervisors during all hours of program operation
- Work with site supervisors in all of the following: Developing, implementing, and evaluating program and center policies, administering day-to-day operations, including being available to address parent, child, and staff issues, and monitoring and overseeing site staff.

- Please see attached job description for more information

Letters of application and resumes should be sent to:

Jamielynnne Commissaris

Otsego Public Schools

400 Sherwood Street

Otsego MI 49078

Responses may be sent via e-mail to: [jcommissaris@otsegops.org](mailto:jcommissaris@otsegops.org)

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This method of posting jobs meets the requirements of our union groups to notify employees of vacancies. Positions may not be open to the public due to internal candidates and the bidding process.

Statement of Assurance:

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