Kids Connection Assistant Coordinator

**PRIMARY FUNCTIONS:**
The Kids Connection Assistant Coordinator supports the Recreation Coordinator in overseeing the daily operations of all Kids Connection sites. The Assistant Coordinator supports the Recreation Coordinator in all Kids Connection administrative, operational, managerial, and programming duties and responsibilities.

**Reports To:** Recreation Coordinator

**POSITION QUALIFICATIONS:**
- Preferably 21 years of age or older.
- 2 years academic preparation in early childhood, elementary education, recreation or related field is preferred.
- Prior experience in the supervision/leadership of youth in a recreational setting is required.
- Prior experience in supervising staff is preferred.
- Prior experience planning and developing activities for a variety of ages.
- Must be able to work cooperatively with other program staff, participants, parents and the general public.
- Must demonstrate a mature and responsible attitude and excellent communication skills.
- Must be willing to complete the American Red Cross CPR & First-Aid certification Course upon employment.
- Must be willing to complete training in Bloodborne Pathogens, Behavior Management, and Child Abuse & Neglect Training.
- Must be available to work on a Monday thru Friday basis.
- Must complete the initial staff in-service training and trainings throughout the year.
- Knowledgeable in the area of sports, crafts, and outdoor education a plus.
- Experience in a school district setting is high desirable.

**EMPLOYMENT TERMS:**

**JOB STATUS:** Seasonal/Casual Limited Term Employee

**PERIOD:** Program Dates: September through June 2016-2017, First day of school to last day.

**BENEFITS:** Not Applicable

**RATE OF PAY:** starting at $14.00-15.00/ hourly

**WORKWEEK:** Monday through Friday position, 25 or less hours per week. All sites operate from 6:00am-8:45am and 3:00pm-6:00pm. Glenwood operates from 6:00am-12:50pm and 3:00pm-6:00pm. School’s out days operate from 7:00am-6:00pm and early release days from 1:00pm-6:00pm.

**MAJOR DUTIES AND RESPONSIBILITIES**
1. Assist Recreation Coordinator in supervision and overseeing daily operations at all Kids Connection sites.
2. Assist Recreation Coordinator in all duties, including but not limited to: monitoring registration and rosters, updating and filing participant information forms, hiring, training, scheduling, supervising and evaluating all staff, and handling parent concerns or questions.
3. Assist with coordinating staff meetings and training sessions.
4. Assist site supervisors as needed in developing daily schedules for all Kids Connection sites.
5. Assist site supervisors as needed in developing monthly calendars/newsletters.
6. Maintain leadership and control through example.
7. Develop and maintain a friendly working relationship with school district personnel.
8. Assist site supervisors in the planning and organization of activities by providing creative ideas.

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9. Promote and maintain safety practices and procedures at the Kids Connection site.

10. Know all Kids Connection policies and procedures to assist site supervisors in implementation.
11. Relay all necessary information to site supervisors on a regular basis.
12. Assist Recreation Coordinator in obtaining snacks and supplies for program sites.
13. Staff is expected to:
   a) Be prepared to react in an emergency situation.
   b) Know the Emergency Action Plan for their site including location of the first aid and biohazard kits.
   c) Know the location of the nearest phone at all times; and
   d) Be prepared to react in a severe weather emergency.
14. Encourage proper use and storage of equipment and of the school facilities.
15. Be familiar with the Greenfield program activity guide "RECREATOR" regarding current policies and registration procedures. Be able to communicate that information to parents.
16. Attend all staff meetings.
17. Be able to discipline participants for inappropriate behavior according to the Kids Connection Code of Conduct. Inform the Recreation Coordinator of major incidents as quickly as possible so corrective actions can be taken.
18. Assist in training during the pre-season/post-season in-services and assist in the site planning and set-up.
19. Carry out all duties in a safe and orderly manner.

STAFF APPAREL
Kids Connection Program staff are required to wear Parks & Recreation apparel while on the job. Two staff shirts will be issued to each staff member at the start of the season. Additional shirts, polo’s and sweatshirts are available for purchase at a nominal cost.

EVALUATION
Assistant Coordinator performance will be evaluated by the Recreation Coordinator at midterm and at the end of the season.

NOTE
This position description is intended to highlight the principle functions of the positions but is not intended to be all-inclusive.