Kids Connection K4 Site Coordinator

**PRIMARY FUNCTIONS:**
The Kids Connection K4 Site Coordinator supports the Recreation Coordinator and Assistant Coordinator in overseeing the daily operations of the Glenwood K4 Kids Connection Site. The K4 Site Coordinator provides direct leadership and supervision of activities and participants at the Glenwood K4 Kids Connection site. Is directly responsible for development, organization and implementation of daily schedules, including maintenance of a clean and safe environment.

**Reports To:** Kids Connection Assistant Program Coordinator and Recreation Coordinator.

**POSITION QUALIFICATIONS:**
- Minimum 18 years of age, on or before, September 1, 2016. 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 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 $11.00-$13.00/ hourly
- **WORKWEEK:** Monday through Friday position, averaging 25 or less hours per week, depending upon availability. Glenwood K4 operates from 8:45am-12:50pm. Typical hours are 8:30am-1:00pm. School’s out days operate from 7:00am-6:00pm and early release days from 1:00pm-6:00pm.

**MAJOR DUTIES AND RESPONSIBILITIES**
1. Provide leadership and supervision to youth at Glenwood K4 Kids Connection site.
2. Develop all daily schedules and activities for Glenwood K4 Kids Connection site.
3. Develop monthly calendars/newsletters with specific themes or activities planned.
4. Assist in the development, planning, organization and implementation of program goals and objectives.
5. Submit supplies and materials list to Recreation Coordinator as needed.
6. Maintain leadership and control through example.
7. Develop and maintain a friendly working relationship with school district personnel.
8. Provide creative ideas in the planning and organization of activities.

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9. Promote and maintain safety practices and procedures at the Kids Connection site.
10. Assist with checking all participants in and out at the onset and end of program, following all procedures.
11. Relay all necessary information to group leaders on a regular basis.
12. Set up program sites on a daily basis.
13. Prepare and distribute snack for participants, including make sure snack is properly stocked at all times.
14. Leaders are 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.
15. Encourage proper use and storage of equipment and of the school facilities.
16. Be familiar with the Greenfield program activity guide “RECREATOR” regarding current policies and registration procedures. Be able to communicate that information to parents.
17. Attend all staff meetings.
18. Be able to discipline participants for inappropriate behavior according to the Kids Connection Code of Conduct. Inform the Recreation Coordinator or Assistant Coordinator of major incidents as quickly as possible so corrective actions can be taken.
19. Participate in the pre-season/post-season in-services and actively participate in the site planning and set-up.
20. 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**
K4 Site Coordinator performance will be evaluated by the Coordinator and Assistant 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.