

AFTER-SCHOOL PROGRAM COORDINATOR

Purpose Statement

The job of After-School Program Coordinator was established for the purpose/s of supporting the community education programs with specific responsibility for the routine general administration and onsite implementation of the District's after school programs.

Essential Functions

- Collaborates with internal and external personnel (e.g. administrators, vendors, facility managers, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Maintains manual and electronic files and records for the purpose of documenting activities, providing written reference and meeting mandated requirements.
- Oversees program staff, program operations, services, and the implementation of programs and/or processes (e.g. site rules, discipline, site schedule, space requirements, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Participates in organizing meetings, workshops, seminars, etc. (e.g. staff trainings, parent meetings, etc.) for the purpose of identifying issues, gaining knowledge, providing information and/or supporting site staff.
- Prepares a variety of documents and reports (e.g. attendance, budget, daily activity, daily program content, etc.) for the purpose of providing written support and/or conveying information.
- Researches a variety of topics (e.g. grants, community service projects, etc.) for the purpose of being knowledgeable on trends and changes and/or making recommendations.
- Responds to inquiries of staff, district personnel, public and program participants for the purpose of providing information and/or direction as may be required.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; developing effective working relationships; and teaching and working directly with children, effective discipline and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, regulations and/or personnel processes; teaching and supervising children; programming for children; and office equipment/software.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 5% walking, and 45% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

CPR/First Aid Certificate

Continuing Educ. / Training

Maintain current Certificates

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified K