



## JOB DESCRIPTION

1750 W. McKinney Butte- PO Box 2215 - Sisters, OR 97759 | ph: 541-549-2091 | sistersrecreation.com

### School-Age Program Site Coordinator

**Reports to:** Program Supervisor  
**Starting pay/status:** \$17-\$22.95/hr. (Part-time)  
**Shift:** Mon-Thurs; 1-5:30p, Fri- 12-5:30p/ additional hours required to work no school days and Kids Night Out program  
**Opening date:** 09/14/2021  
**Closing date:** 09/22/2021

#### Kids night out

**General statement of duties:** Plans, organizes, implements, promotes, and oversees program activities for school age youth; ensures safety of children who are participating programs including Kids Club and summer day camps; does related work as required.

**Distinguishing features of the class:** An employee in this classification is responsible for the day-to-day operations and oversight of Kids Club, Kids Night Out, no school day programs, school age day camps, and provides support to other district programs. The Site Coordinator holds ultimate responsibility for the safety of all the participants and program staff on site. Work is performed under the supervision of the program supervisor who reviews work primarily on the basis of results attained, feedback from participants and parents, and direct observation. Supervision is not normally a responsibility of positions in this classification. However, as the lead worker at the site, incumbents may be responsible for overseeing the work of designated staff and volunteers working at the program site.

#### EXAMPLES OF ESSENTIAL DUTIES PERFORMED:

(Illustrative only. Any single position of a class will not necessarily involve all of the duties listed, and many positions will involve duties that are not listed.)

- Designs curriculum for all school age programs.
- Inventories and orders supplies, including snack, for school age programs.
- Monitor participant safety with various measures including attendance taking and frequent head counts. Ensure the safety of all participants and program staff at the site.
- Plan, schedule, lead, and submits program schedules that includes a variety of recreational, educational, and enrichment activities.
- Act as lead worker to assigned staff and volunteers, which may include assigning and reviewing work, putting together the schedule of working hours, program specific training, providing input for performance evaluations, assisting in the recruitment of site staff, and providing work assistance as required.
- Schedule substitute staff when necessary.
- Handle disciplinary problems with children, which includes implementing and monitoring age-appropriate behavior programs and attending/leading parent meetings.
- Promote programs, classes, and activities by talking to the school staff, participants, and parents; organizes information for and prepares program calendar; organize and maintains informational bulletin boards; attends school orientations, open houses, or other program opportunities.
- Support the Sisters School District behavior management systems into site and programmatic design.
- Maintain and submit, in a timely manner, all appropriate records; prepare reports related to programs and activities, including daily logs, incident reports, and attendance sheets.



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- Respond to a variety of questions, concerns, and/or complaints from participants, school staff, parents, and the general public; keeps parents informed regarding child's progress including achievements and challenges.
- Establish and maintain communication with direct supervisor, program staff, facility staff, community agencies and partners, and families.
- Report cases of suspected child abuse to supervisor and contacts Department of Human Services as necessary.
- Act as on-site contact to handle transitions, emergency situations, room schedules, and facility concerns related to designated programs.
- Attend all staff meetings trainings as requested.
- Administer First Aid/CPR and respond to emergencies as required.
- Order and/or purchases necessary supplies.
- Assist in conducting surveys for periodic program evaluations.
- Drive van on field trips when necessary.
- Maintains positive public relations by representing the district to the public in a positive and professional manner at all times.
- Provides excellent customer service.
- Prepares site for program and performs necessary clean up.
- Performs other job-related duties or tasks as required.

### DESIRABLE QUALIFICATIONS:

**Knowledge:** Considerable knowledge of behavior management systems; planning and implementing preschool programs; planning and implementing educational and recreational activities; record keeping.

**Skills:** The administration of basic First Aid and CPR; leading activities for children. Familiarity with basic computer operations and software including Microsoft Word and e-mail.

**Abilities:** Effective written and verbal communication; work successfully and with sensitivity with children, parents, teachers, school administrators, and staff; work independently; act calmly and effectively in emergency situations; deal effectively with behavioral problems of children; assign and review the work of others; maintain records and prepare accurate reports.

**Physical demands of the position:** The employee will frequently be required to stand and be mobile for over 70% of the work period. While performing the duties of this position the employee will frequently be required to crouch or kneel and seldom be required to bend and twist. Physical exertion and coordination are occasionally required to lift materials up to 30 pounds such as activity materials, snack foods, furniture etc. The position requires the use of arms, wrists, and hands, including manual dexterity and coordination, for most of the work period. The employee is occasionally required to use a step stool and reach above the head and shoulder. In performing the essential duties of this position, the employee will spend over 70% of the work period indoors and the remainder outdoors, thus exposure to heat in summer is possible. Exposure to loud noise is low, and never requires ear protection. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitation.

**Experience and training:** Two years of coursework in education, recreation, family and human services, or a related associates degree, and two years of experience in a recreation childcare setting or in an ongoing group setting such as a classroom, day care center, or recreation center, including experience with on-site organizational responsibilities; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above-described duties.



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**Necessary special requirements:** Possession of or ability to obtain current First Aid and CPR certificates; possession of or ability to obtain an Oregon Food Handler Permit; possession of or ability to obtain a valid Oregon driver's license; safe driving record. Ability to pass a criminal background check.

ADDITIONAL INFORMATION:  
Equal Opportunity Employer