

## Ashe County Schools Job Description

<b>POSITION</b>	Afterschool Program Coordinator
<b>TERM</b>	Full-time
<b>FLSA STATUS</b>	Non-Exempt
<b>EDUCATION</b>	Associates Degree or higher. Prefer concentration in child/youth development or other school-age program preferred
<b>EXPERIENCE</b>	3+ years working with school-age children preferred
<b>REPORTS TO</b>	Director Student Services

### PURPOSE

The Afterschool Program Coordinator will develop a team of professionals to deliver quality programming to school-age children/youth including supervision and assistance in the training of program staff. The coordinator will oversee the daily operations of school-age programs (Three elementary, one middle school program, and one summer program). They will be responsible for quality programming, scheduling, staff training, financial recording and collections, communication with all stakeholders, and other duties as directed.

### QUALIFICATIONS

- Must be 21 years of age or older
- Two-year degree minimum preferred in an area related to child/youth development or another school-age programming
- Computer skills required (Excel, Word, Publisher, Outlook, etc.)
- Experience working with school-age children and youth preferred
- Possess an appropriate North Carolina Operator's License issued by the Department of Motor Vehicles
- Currently have or be willing to obtain First Aid & CPR Certification and BSAC
- Ability to communicate effectively in both written and verbal form
- Plan and direct the work of others
- Be able to lift and carry 50 pounds and set up and take down program items/materials
- Be able to work and effectively communicate with diverse clientele
- Up-to-date personnel file to include but not limited to:
  - Application for employment
  - Resume
  - Official/Certified transcripts
  - Up-to-date TB test (every three years)
  - Documentation of First Aid and CPR
  - Documentation of orientation
  - Documentation of required new employee trainings
  - Clear criminal background check
  - Clear drug test

## **JOB DESCRIPTION**

- Develop a team of professionals to deliver quality programming to school-age programs to include supervision and assist in the training of program staff
- Oversee daily operations of school-age programs
- Ensure policies, procedures, and regulations are followed at each site and that sites are prepared for periodic evaluations
- Maintain professionalism and confidentiality at all times
- Effectively communicate with families and conduct family nights
- Build positive relationships with staff, schools, community, families, and partners
- Meet monthly with supervisor and update as needed
- Conduct staff meetings
- Recruit and promote programs to increase enrollment at each site
- Provide/facilitate quality programming
- Establish schedule and monitor activities
- Establish rules and procedures for the program
- Ensure all records and files are up-to-date at each site (staff, participant, and attendance files)
- Ensure snack/meal menus are updated and distributed at least monthly
- Order food and supplies
- Maintain staff/child ratio
- Coordinate substitutes and/or fill in with staffing vacancies or shortages as needed
- Conduct formal staff evaluations annually or more frequently as needed
- Coordinator will be evaluated by their supervisor at least twice yearly and provide ongoing feedback on performance
- Planning and implementation of the summer program
- Other duties as directed by the supervisor

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to communicate and collaborate effectively with students and staff and maintain a professional atmosphere
- Ability to work collaboratively with school staff and administration, school counselors, outside mental health providers, local agencies, supervisors, and the board of education.
- Ability to maintain confidential information
- Ability to work independently when appropriate
- Skill in counseling, motivating students and talking with parents
- Ability to manage culturally sensitive topics
- Some knowledge of the school organization and its community
- Ability to effectively express ideas orally and in writing
- Knowledge of and ability to use grammar, vocabulary, spelling and punctuation

**DISCLAIMER**

*The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.*

**Certification:**

Signatures indicate agreement with all information provided, including the designation of essential functions.

Supervisor's Certification: I certify that (a) I am the immediate Supervisor of this position that (b) I have provided a complete and accurate description of responsibilities and duties and (c) I have verified and reconciled as needed, its accuracy and completeness with the employee.

Signature \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Certification: I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

Signature \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_