

## Senior Site Leader - VIK

### Purpose Statement

The Senior Site Leader is responsible for coordinating, organizing, and monitoring children's activities in the day-to-day operation of the VIK club for students K through 6th grade at the school site. The Senior Site Leader will also be responsible for mentoring Site Leaders, Activity Leaders and Student Workers in their region. Senior Site Leaders are responsible for holiday and summer camps.

### Essential Functions

- Collaborates with colleagues, parents, and school staff to design and support a quality program that meets the needs of the school families.
- Collaborates with Enrichment Specialist and Site Leaders supporting quality programs in all region schools
- Responsible for nurturing an environment of teamwork and enthusiasm.
- Participates in school site staff meetings and school functions.
- Provides program information to school site staff and parents through newsletters, personal contact, and communication. Ensures that families feel welcome and informed.
- Develops and maintains positive relationships with children, staff, and families.
- Works with Enrichment Activity Specialists to facilitate activity planning meetings and special events for school year, holiday, and summer camps.
- Provides individual, small group, and large group activities that encourage choices. Encourages students' social development.
- Provides opportunities for experimental education, academic enrichment, and recreational activities for school year, holiday and summer camps.
- Develops and schedules children's daily activity choices and assigns the work of team members.
- Trains, supervises, and evaluates region team staff. Ensures all staff comply with all program policies and procedures. Assured quality indicators of the NSACA accreditation system are well-known and adhered to by staff.
- Assured quality indicators of selected (AZ Case/Quality First Standards) accreditation system are well-known and adhered to by staff.
- Responsible for keeping the site region fully staffed by notifying Enrichment Specialists of site region needs.
- Implements district and school site policies.
- Prepares and maintains all documentation required by DHS and assures site compliance with all of the DHS regulations (including on site paperwork and staff files).
- Assures compliance of all school district policies and regulations.
- Orders equipment and supplies necessary to carry out planned activities in accordance with established budget procedures.

### Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

### Job Requirements

#### Mental Requirements

**Learning Development- Level C** Sufficient to read and write technical instruction, understand standardized methods, operate specialized and varied equipment, perform standard mathematical applications. Learning development involves the equivalent of some technical or vocational training beyond high school, often resulting in a certification.

**Problem Solving - Level 2** Work situations require consideration and interpretation of circumstances or information to choose the most effective responses. Solutions may be somewhat technical, yet are relatively straightforward, obvious and well-defined once problems are understood. Responses come from the realm of

prior learning and experiences.

### **Physical Requirements**

**Physical Skill - Level A** Basic level of learned physical skill is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

**Physical Effort - Level 1** Minimal physical exertion is required. Most job time is spent sitting with occasional walking. Occasional lifting, guiding, and carrying of lightweight materials or equipment.

### **Social Requirements**

**Human Relations Skill- Level A** Job requires ordinary conversational skills and courtesy to exchange Routine information, provide routine assistance, and/or help maintain harmony among work associates.

**Scope of Contacts - Level 1** The important job contacts are with peers in the immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.

### **Work Environment**

**Performance Environment - Level A** Changes in environments, work pressure, disturbances of workflow, and irregularities in work schedule are infrequent.

**Physical Working Conditions - Level 1** Generally good working conditions. Little or no exposure to extremes in noise, temperature, etc. little or no exposure to safety or health hazards.

### **Accountability**

**Level of Accountability -Level B** Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review.

**Organizational Impact - Level 1** Work results impact the immediate work section with little effect beyond. Responsible for results or services that facilitate the work of others in a specific workgroup.

## **Experience, Education, and Certifications**

**Experience:** 2+ years' experience with school-age children in a licensed group setting, or any other combination of experience and education to successfully complete the job.

**Education:** Coursework in child development, recreation, PE or a closely related field, or any other combination of experience and education to successfully complete the job.

**Certifications/Clearances:** Must meet Arizona Department of Health Services (DHS) Child Day Care Center Teacher-Caregiver requirements. Must possess a valid Arizona DPS Level One IVP Fingerprint Clearance Card while employed. Must have negative TB Test documentation provided by a clinic or doctor, completed within 12 months prior to starting working with students. CPR/First Aid Recertification every two years. Completes a minimum of eighteen (18) verifiable hours of approved training each year.

## **Compensation Details**

**FLSA Status:** Non Exempt

**Pay Schedule:** Hourly - Grade 113

**Work Calendar:** 12 Month Long