

POSITION DESCRIPTION

Position Title: Out of School Time Site Coordinator **Date:** August 2022

Department: Community Education

Accountable To: Out of School Time Managers

Primary Objectives of Position

Coordinate and administer the day to day operations of the following Out of School Time youth programs; This includes School Age Care, Targeted Services, 21st Century, and Youth Enrichment programs.

Create a positive environment by working with parents, students, and staff to encourage student success.

MAJOR AREAS OF RESPONSIBILITY

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| Coordinate out-of-school time programs and procedures in collaboration with K-12 and community organizations to increase opportunities for youth. | 1 |
| Increase access and broaden opportunities to high quality programs, sparking student interest and engagement in out of school time activities. | 2 |
| Build authentic relationships with students, families, and community. | 3 |
| Train and supervise staff through appropriate staff orientation, ongoing mentoring and modeling, including formal evaluations. | 4 |
| Provide opportunities for families to increase their sense of belonging and connectedness to their school. | 5 |
| Maintain accurate and current records, and prepare reports as requested or required. | 6 |
| Ensure compliance with federal, state, district and/or program policies, procedures and regulations. | 7 |
| Ensure the safety of all youth by designing the appropriate environments, planning and implementing safe field trips, being aware of health concerns of youth, ensuring children are properly supervised, and by ensuring all safety procedures are followed. | 8 |
| Maintain open and intentional communication with staff and families through a variety of communication strategies. | 9 |
| Actively participate in site-based and district-wide committees as assigned. | 10 |
| Provide a learning environment that develops life and career skills, learning and innovation skills, and information, media, and technology skills. | 11 |
| Demonstrates effective communication with staff and families. | 12 |
| Work with parents, students, and staff to create a positive climate that encourages student success. | 13 |

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and experience in out of school time programs plus two years post secondary education, BA/BS Degree preferred.	14
Ability to go outside everyday with the children.	15
Ability to lift 20 pounds, move tables, chairs, and other equipment as needed.	16
Ability to articulate developmentally appropriate practices to staff.	17
Ability to communicate effectively and work in a cordial and polite manner in difficult or stressful situations with families, staff, K-12 professionals, and others.	18
Ability to develop an effective staff team, motivate staff and delegate work appropriate to the interests and capabilities of staff.	19
Knowledge of and ability to use technology.	20
Ability to use independent thinking, initiative, and good judgment.	21

PERFORMANCE EXPECTATIONS

Work is planned to make efficient use of time and resources and effectively handles interruptions and multiple demands at once.	22
Solicits input from others in the planning of program goals, objectives, strategy and/or use of resources.	23
Maintain positive staff morale and productivity.	24
Ensures that staff has adequate training and resources to complete their responsibilities.	25
Accepts and affirms individual differences and cultural diversity.	26
Respects the needs of others; supports the value of families and their concerns; recognizes one's own responsibility as a district employee to respond to community interests.	27
Resolves conflicts and solves problems through good judgment and effective interpersonal communication.	28
Provides leadership and continuous improvement in response to change.	29
Seeks out and encourages professional development opportunities for self and staff.	30