YOUTH SERVICES PROGRAM COORDINATOR

DEFINITION AND PURPOSE: Under the general direction of the Youth Services Manager, the Youth Services Program Coordinator will develop and implement a program of enrichment and recreation activities for all Youth Services programs and accept program responsibility in the Youth Services Manager's absence. The Coordinator may also be assigned as a Site Director.

ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Plan and supervise total Discover Club and Day Camp programs, including staff, and provides training
- Assist the Youth Services Manager with all Discovery Club and Day Camp Programs where needed
- Assure that all Youth Services staff maintains all certification requirements
- Monitor Educational units and promote staff accordingly, when supplied with appropriate transcripts
- Exhibit creativity, energy and patience with students, maintaining positive relationships and treating them with respect in all situations
- Provide effective classroom management
- Plan and execute all field trips and special events at Day Camp
- Plan a snack calendar and prepare a food order based on inventory needs
- Maintain accurate and current files on all children in the programs
- Oversee payments, including subsidy cases. Follow up with outstanding accounts. Process paperwork in a timely manner
- Conduct disaster drills for the safety of all children and staff
- Responds quickly to all safety related issues
- Report suspected child abuse to Child Protective Services in a timely manner. Alert the Youth Services Manager and provide a copy of the paperwork submitted
- Address Workers' Compensation accidents immediately and follow through in accordance with the policies and practices of the District. Report all accidents/incidents/injuries to the Youth Services Manager and process essential paperwork in a timely manner
- Create and maintain an appealing classroom environment, adapting for changing seasons and themes. Oversee sanitary practices and cleanliness of the facility
- Purchase and gather supplies for all Youth Services programs
- Alert the Youth Services Manager regarding issues with payments, parents, safety, building maintenance or any area directly impacting the program
- Maintain positive relationships with parents, school personnel, co-workers, other District employees and the public in accordance with good customer service practices and District policies
- Provide input for staff reviews as requested
- Fulfills duties of Site Director if assigned or substituting for a Director

EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:

- Plan/participate in special events, community involvement and/or field trips
- Attend departmental meetings as scheduled
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Exhibit a basic competency in core subjects to assist students with homework; possess good communications skills, both oral and written, including basic computer skills; ability to follow program procedures and demonstrate good judgment, especially in regard to safety; knowledge of Title 22, Division 12, meeting all State Licensing requirements as applicable. Department of Justice clearance, including Child Abuse Index; effective classroom management skills; creativity and attention to detail and follow-through; positive staff management and problem-solving skills.

EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

Candidate must fulfill the requirements for a Director as described in Title 22, Division 12, of the Community Care Licensing Division for Child Care Centers for the State of California.

High school degree or equivalent. Must be at least 18 years of age. In addition:

Completed fifteen units of Early Childhood Education, including Administration.

Or Six units in Early Childhood Education, of which three units are Administration, and nine units toward a teacher/recreational or related degree for a total of 15 units. Units and training hours may be combined to meet the total educational requirement. A minimum of four years' experience supervising children.

Or A.A. degree from an accredited college or university with at least 3 units in Early Childhood Education or related areas and 3 units in Administration. A minimum of two years' experience supervising children.

Or B.A. degree from an accredited college or university with at least 3 units of Early Childhood Education or related areas and 3 units in Administration. A minimum of one year of experience supervising children.

Or Child Development Site Supervisor Permit.

Or Child Development Program Director Permit.

Any other new licensing requirements as they arise.

In addition to the above, two or more years of experience in staff management is required.

LICENSES, CERTIFICATES AND IMMUNIZATIONS

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

Current First Aid and CPR certifications are required. Current Negative Tuberculosis skin test is required at the time of employment and updated at any time there is a case reported within our working environment.

One of the following regarding influenza immunization:

- A copy of an immunization record for influenza dated between August 1 and December 1 of each year
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee

- A statement from the employee's physician that the employee is already immune to influenza
- A signed statement from the employee stating that they have declined to be vaccinated against the flu.

One of the following regarding pertussis (whooping cough) immunization:

- A copy of an immunization record for pertussis
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to pertussis

One of the following regarding measles immunization:

- A copy of an immunization record for measles
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to measles
- Proof that the employee was born before 1957 (according to the Advisory Council on Immunization Practices, "adults born before 1957 are generally considered immune to measles and mumps.")

Position requires fingerprint and background check per Section 5164 of the Public Resource Code and a check against the Child Abuse Index. Conviction of certain criminal offenses may prohibit employment.

WORK ENVIRONMENT

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The position also requires both near and far vision and competent/adequate hearing. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 30 pounds is sometimes required. The position requires working in both an indoor, temperature-controlled office environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen and cleaning chemicals. The noise level of the indoor setting may be loud. The noise level of the outdoor setting can be loud, especially when working around maintenance equipment and children.

Position requires both day and evening hours, including weekend and holiday shifts. Split shifts or substituting may be required. This position requires you to carry out your duties on-site.

COMPENSATION: Full-time union position.
Part-time/temporary/seasonal non-union position.

Wage rate range

$25.32 - $35.02

Auburn Area Recreation and Park District is an Equal Opportunity Employer.