



TITLE: Out of School Time Program Coordinator

REPORTS TO: Program Director

SCHEDULE: 25-30 hours/week

Monday 10:30-6:30 Tuesday- Friday 12-6:30pm – hours are subject to change based on school vacation schedule, summer, and program needs

SALARY: \$18-22/Hour

PRIMARY FUNCTION:

The Program Coordinator is a leader and role model in the out of school time program. This position oversees one of two age groups including organizing schedules, classroom and behavior management, as well as maintaining day to day compliance as it relates to our licensing bodies. The program focuses on the areas of Academic Enrichment, Sports & Recreation, Arts, Health & Life Skills and Character & Leadership Development. This role combines a mix of administrative and hands-on work to ensure youth are thriving in our programs.

KEY ROLES (Essential Job Responsibilities):

Youth Development

- Design and implement programs and activities with clearly defined, realistic, and measurable outcomes
- Maintain the area environment that facilitates the achievement of youth development outcomes
- Communicate with parent/guardians to promote educational success and address member concerns

Programming

- Lead and organize activities that prepare youth for success
- Plan, develop and implement programs and activities in the areas of: Character and Leadership Development, Academic Enrichment, Health & Life Skills, the Arts, and Sports, Fitness & Recreation as well as EEC's Core Competencies
- Ensure 21st Century Community Learning Center requirements are met including project based learning

Safety

- Supervise youth participants in the program ensuring their health and safety
- Maintain equipment and supplies in working order
- Assist in keeping all areas of the club clean and safe
- Follow safety guidelines

Leadership

- Lead assigned age group
- Run and lead bi-weekly cohort meetings
- Manage and supporting program assistants
- Take a leadership role in staff meetings

Organization

- Assist Site Coordinator in completing mandatory assessment tools as required by the Department of Early Education and Care; MA Quality Rating and Improvement System, and 21st CCLC
- Complete necessary reports and maintain records
- Attend 20 professional development training hours/year as required by EEC

Skills/ Knowledge/Requirements Must meet one of the following:

- Have a Bachelor's Degree from an accredited college in Child Development, Early Childhood Education, Elementary Education, Child Guidance, Human Services, Nursing, Psychology, Physical Education, Recreation, Child Psychology, the Arts, Social Work, Sociology, or Child Care; and 6 months of experience working with school age children.

OR

- An Associate's Degree in Child Development, Early Childhood Education, Elementary Education, Child Guidance, Human Services, Nursing, Psychology, Physical Education, Recreation, Child Psychology, the Arts, Social Work, Sociology, or Child Care and have nine months of experience working with school age children.

OR

High School Diploma (or equivalent) and 2 years experience working with school age children in a group child care setting

- At least 20 years of age, per licensing requirements
- At least 1 year of experience with programming development and implementation
- Ability to maintain a high level of energy and enthusiasm
- Ability to remain calm and organized in stressful situations
- Group leadership skills, including an understanding of group dynamics
- Strong communication skills, both verbal and written
- Obtain First Aid and CPR certification.
- Offer contingent upon successful CORI, SORI and DCF background record check; as well as the Fingerprint Criminal History Record Information check.

Staff Signature

Date

Supervisor Signature

Date