

**SITE COORDINATOR – JOB DESCRIPTION  
DEPARTMENT OF RECREATION  
TOWN OF MASHPEE, MASSACHUSETTS**

**SUMMARY**

Responsible for the direct management, administration, supervision, planning, and direction of the EEC licensed before or after-school program assigned to. Is expected to develop, with the help of assigned staff and supervisor, a comprehensive program of recreational activities, educational opportunities, and learning experiences that are both fun and enjoyable. The individual is also expected to interact with staff, children, and parents/guardians.

**SUPERVISION**

*Supervision Received:* Program Administrator / Childcare Coordinator

*Supervision Given:* Direct supervision of Group Leaders and Assistant Group Leaders assigned to as well as all children in the program

**JOB ENVIRONMENT**

Work is performed in a designated area, classroom, gymnasium, field or swimming pool during all seasonal weather conditions. The weather conditions may be uncomfortably hot or cold. Periodically the person in this position is subjected to stress. Requires continuous concentration and composure at all times.

Requires knowledge of all equipment necessary to implement the program/class. Also requires knowledge with the operation of emergency equipment, communication equipment, a computer, copiers, facsimile machines, and standard office equipment.

Makes frequent contact with the general public and school officials.

**ESSENTIAL FUNCTIONS**

*[The general duties and essential functions listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.]*

1. Responsible for the overall administration, planning and implementation of the assigned program.
2. Provide an innovative, stimulating, and adventurous program for all children.
3. Responsible for the supervision, direction, and teamwork of all programs staff.
4. Coordinate with department, all enrollment requirements and forms of youth attending including daily attendance records, updating children's files, organizing local trips, and other administrative issues.

5. Insures the safety and security of all children assigned to their site.
6. Maintains up-to-date files on all children attending including any additional information regarding medical needs, parent pick-up forms, and special physical or psychological forms.
7. Plan, order, track, and/or collect all necessary program materials on a timely basis, including snacks.
8. Organize, plan, and coordinate team-meeting and training sessions in a timely manner.
9. Develop and post with staff's assistance the weekly activities.
10. Insure that the program continually meets all licensing requirements of the state & local authorities.
11. Insure program meets Commonwealth ECC licensing requirements.
12. Insure that the program is in line with QRIS recommendations.
13. Insure program meets local fire, building, and health licensing requirements.
14. Coordinate program with Administrator and Mashpee Schools, and maintain a positive working relationship.
15. Follow all designated requirements regarding building usage.
16. Maintain positive and effective communications.
17. Attend meetings and training as requested and appropriate.
18. Develop interested, informed and supportive parent groups.
19. Utilize letters and parent meetings as needed, with a minimum of monthly communications.
20. Insure positive parent contact and communication at pick-up times.
21. Insure effective communication and cooperation between the program and the Recreation Office.
22. Attend and participate in all child-care meetings.
23. Assume additional related duties as requested by the Administrator.
24. Timely and neat delivery of all requested program information and forms to the Recreation office. i.e., Staff time sheets, Enrollment applications, and all required forms, etc.
25. Coordinate child-care program with neighborhood groups and programs.
26. Performs similar or related work as required or as the situation dictates.

## **ERRORS AND OMISSIONS**

Errors or omissions, inadequate coordination, untimely work, inaccuracies and actions beyond one's delegated scope of authority may result in technical flaws triggering assumed decisions, may produce extra work, may impose injurious financial loss or have other legal ramifications.

## **MINIMUM QUALIFICATIONS**

**Education, Training and Experience:** Must be minimum 20 years old and meet one of the following sets of requirements; Have a minimum of a Bachelor'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 6 months verifiable experience working with school-age children; or Have a Bachelor's Degree in any field or an Associate Degree in any field of study listed above, and have nine months of verifiable experience working with school age children; or Have a high school diploma or equivalent; and have one year of verifiable experience in working with school age children.

### **Knowledge, Skills and Abilities:**

***Knowledge:*** Have a strong knowledge and understanding of child development and staff management and of extended day/after-school program development and management.

***Skill:*** Must possess or have the ability to possess CPR and First Aid certifications.

***Ability:*** Ability to manage and prioritize multiple activities; assist in training of subordinate staff; to communicate effectively, verbally, and in writing sufficient to express ideas, thoughts, and instructions clearly to children, parents, staff, and volunteers; to work and communicate well with a variety of age groups and personalities; to provide guidance and direction regarding behavioral issues to staff and participants; to manage and provide direction in emergencies that might include illness, injury, or behavioral; to serve as a role model, provide encouragement and motivation, and assist staff and volunteers to provide an educational and fun experience for children; to establish a program orientation for all new participants and staff; to work as a team leader; ability to perform the essential functions of this position in an accurate, neat and timely fashion; to make good judgements and decisions; and to evaluate the results of decisions and judgements.

**Physical Requirements:** Physical ability to stand, or sit while working with children or staff, along with walking or jogging to various site locations or events for extended periods of time; to see and read, with or without vision aids, a computer screen, printed matter, and to distinguish colors; to hear/understand speech at normal room levels, and to hear/understand speech on the telephone; manual dexterity to operate a telephone, cell phone, and computer keyboard; to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, presentations, other meetings and on the telephone; to lift up to 25 pounds to shoulder height, and up to 50 pounds to waist height; to bend, to stoop, to climb stairs and to reach overhead; ability to operate an 8 or 15 passenger van; manual dexterity to operate recording devices, operate equipment and handle projects relative to displays, exhibits, demonstrations and interpretative activities; physical ability to walk over uneven terrain.

Special Requirements: Must complete required Staff Information Form, CORI/DCF check, fingerprinting and Verification of School-Age Work Experience Form; Must comply with all state EEC requirements and professional training hours (minimum 10); Must have evidence of physical examination that was completed within one year prior to employment; Evidence of immunity to measles, mumps and rubella (unless born prior to 1957); Current CPR and First Aid certification or within 6 months of employment and maintain thereafter while employed.

Preferred Requirements: Massachusetts Driver's License with good driving record; Massachusetts 7D Driver's License by start date highly recommended; Extensive supervisory experience as a group or staff member in an after-school or youth camp setting with program and activities development experience; Of good character, emotional maturity, able to accept responsibility, and meet the public; Can work independently with a minimum of supervision.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

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