

LINDENHURST PARK DISTRICT
JOB DESCRIPTION

Job Title: Before/After School AM/PM Coordinator
Classification: Part Time, Hourly
Salary Range: \$12.00-\$15.00/hr
Department: Recreation



JOB SUMMARY

Under the supervision of the Recreation Program Manager, the Before/After School AM/PM Coordinator is responsible for the supervision and coordination of the B/A program and staff/volunteers. The Coordinator is directly responsible for planning, organizing and assisting in the execution of all daily activities. In addition, the position is expected to work closely with the other AM/PM Coordinator to plan, implement and work Days Off school programs, winter break camp, spring break camp, and post break camp. Hours for this position will be approximately 6:15a until 12:15p (AM) 12:00p-5:45pm (PM) Monday through Friday, with additional hours expected on no-school days.

JOB DUTIES

- Develop, prepare and implement age-appropriate educational curriculum, arts and crafts, physical activities and special interest activities for AM/PM students
- Schedule, oversee and lead part time staff for the AM/PM program
- Assist in the recruitment and training of part time staff
- Work closely with AM/PM Coordinator to ensure consistency in AM and PM program and staff management
- Manage attendance records, rosters and sign in/out sheets for AM/PM students
- Coordinate AM/PM building usage with Registration and Rental Coordinator, Facility and Vehicle Operations Manager and other Program Manager staff as needed
- Coordinate with AM/PM Coordinator to maintain safeguards over protected, privileged or confidential information - verbal and written, as well as student medications
- Work with local school districts and contracted bus company to coordinate all aspects of student transportation to/from program on a monthly basis based on changes in registration
- Drive 15 passenger mini bus for student drop offs and pickups as necessary
- Communicate thoroughly and effectively with staff, coworkers, students and customers
- Serve as a park district representative, provide leadership and work effectively with onsite staff, school district staff, program participants, parents, coworkers and supervisor
- Utilize schools, program and community resources to enhance the program and activities offered
- Submit all written correspondence to the Recreation Program Manager for approval prior to distribution
- Maintain a positive, district-centered attitude at all times, and encourage this in staff as well
- Assist with any additional events, and attend all trainings as requested by Recreation Program Manager.
- Assess and purchase supplies needed for program, within parameters given by Recreation Program Manager.
- Assume all other responsibilities as assigned

JOB SPECIFICATIONS

Ability to effectively supervise school-aged children, lead activities, and provide positive discipline. Be a role model to participants and other staff members. Communicate appropriately and effectively to participants, families, coworkers and general public. This person must have the ability to produce accurate work on a timely basis and to perform duties with initiative, persistence, creativity, integrity,

good judgment, tact and courtesy. Knowledge of Lindenhurst Park District's properties, facilities, and staff.

SAFETY & LOSS CONTROL

Obey and enforce safety rules and procedures as listed in the Safety Manual for Staff and Volunteers Loss Prevention Program, and with applicable sections of the Personnel Policy Manual(s).

Ensure that all personnel and volunteers receive instruction and understand the safe use of equipment and materials specific to each job/task they may undertake. Current first-aid and CPR certificate or ability to certify upon hire is required. Should be familiar with the use of current safety precautions used in recreation and park settings. Ensure availability of appropriate personal protective equipment and first-aid kits. Set a good example by properly wearing/using the equipment. Continually observe and evaluate work conditions and practices. Correct unsafe conditions and practices immediately upon discovery.

Report all incidents, accidents, and injuries promptly. Comply with all reporting requirements and follow-up investigating procedures to remedy unsafe conditions.

EMPLOYMENT STANDARDS

Academic Preparation – Training, Experience & Desirable Attributes - Must be at least 21 years of age. Previous experience working with children preferred. Positive attitude, ability to work collaboratively and to solve problems, and willingness to take initiative. Must work a flexible schedule: outside of normal school hours and during school breaks and holidays.

Lindenhurst Park District will conduct a criminal background check on all applicants for this position. Applicants may be required to submit fingerprints and/or other identification information in order to facilitate such an investigation. Lindenhurst Park District reserves the right to make any and all inquiries into an applicant's employment and driving record. It will request the applicant's driving record abstract from the Secretary of State. The applicant must submit all necessary information, including the applicant's full name and driver's license number so Lindenhurst Park District can obtain the abstract.

Employees are required to furnish proof of citizenship or right to work by completing the federal Form I-9 and proving the appropriate supporting documentation within the first three days of employment. Employees may also be required to furnish the Lindenhurst Park District with a certified proof of date of birth at the time of hire.

The Before/After School staff may terminate employment with the Lindenhurst Park District at any time and the Park District reserves the similar right.

SIGNIFICANT RESPONSIBILITY

Due to the nature of the Before/After Staff position and the parks and recreation field, this person is expected to work a schedule that fulfills the objectives of the Lindenhurst Park District including and without limitation, attending work related meetings and special events during evening hours as well as working evenings, weekends and overnights.

PSYCHOLOGICAL CONSIDERATIONS

The Before/After Staff must assist in resolving differences and problems that arise with citizens, participants, personnel, and volunteers with immediate supervisors. Staff may also have to work under stressful situations when first-aid or CPR is required.

PHYSICAL AND ENVIRONMENTAL CONSIDERATIONS

Employee performs activities both indoors and outdoors, including but not limited to—sitting to perform writing/website/computer work at workstation. Indoor environment conditions will include lighting and temperature.

Employee will periodically perform activities outdoors as well. Outdoor environmental conditions will include temperature (extreme hot or cold) and other relative to programming.

Sitting – occasionally	Walking – frequently	Strength – Up to 40lbs; up to 100lbs with assistance
Climbing – occasionally	Balancing – occasionally	Stooping – frequently
Kneeling – occasionally	Crouching – occasionally	Crawling – occasionally
Reaching – frequently	Handling – frequently	Feeling – occasionally

PHYSIOLOGICAL CONSIDERATIONS

Will need to respond quickly and accurately. Must be able to work and communicate effectively with the volunteers, participants, parents, media, staff, etc.

COGNITIVE CONSIDERATIONS

Employee must be able to follow directions and perform work activities as described. Must be able to read and understand written materials and manuals and follow rules and verbal instructions. Must possess good safety awareness and judgment.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of the Lindenhurst Park District, in accordance with State and Federal law to provide equal employment opportunities to all qualified persons. All personnel policies and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, discipline, discharge and other terms and conditions of employment are made and executed without regard to race, color, religion, sex, national origin, citizenship status, ancestry, age, marital status, military status, physical or mental disability unrelated to a person’s ability to perform the essential functions of his/her job, association with a person with a disability or unfavorable discharge from military service.

I UNDERSTAND AND WILL COMPLY WITH ALL AREAS WITHIN THIS POSITION DESCRIPTION AND ANY AND ALL OTHER PARK DISTRICT POLICIES, RULES AND GUIDELINES AS PROMULGATED PERIODICALLY.

Signature of Employee

Date

(Please Print Full Name of Employee)