

Program Coordinator

Make a Difference Every Day

Do you have a passion for working with children, leading engaging activities, and making a positive impact in your community? Crook County Kids Club is looking for energetic, dependable, and compassionate Program Coordinators to help create a safe, fun, and enriching environment where children can learn, grow, and thrive.

As a Program Coordinator, you'll play a key role in planning and leading daily activities, building positive relationships with children and families, and helping ensure our programs run smoothly.

Responsibilities

- Supervise and engage elementary-aged children in a safe, positive environment.
- Plan and lead educational, recreational, and enrichment activities.
- Foster positive behavior using encouragement, consistency, and relationship-building.
- Support children's social, emotional, and academic development.
- Ensure the safety and well-being of all participants.
- Communicate professionally with parents, staff, and school personnel.
- Maintain attendance records and assist with daily program operations.
- Set up, clean up, and care for program equipment and supplies.
- Work collaboratively as part of a supportive team.

Qualifications

- Passion for working with children.
- Positive attitude and strong communication skills.
- Dependable, organized, and self-motivated.
- Ability to lead groups and solve problems calmly.
- Experience working with children is preferred but not required.
- Must be at least 18 years of age.
- High school diploma or equivalent required.

Employment Requirements

All employees must successfully complete:

- State and federal criminal background check.
- Oregon Child Care Division enrollment requirements.
- Mandatory Reporter training.
- Pediatric First Aid & CPR certification (or willingness to obtain upon hire).
- Food Handler's Card (if required).
- Required Oregon child care training and ongoing professional development.
- Ability to pass all licensing requirements for employment in a certified child care program.

Physical Requirements

- Ability to stand, walk, bend, lift, and actively participate in indoor and outdoor activities.
- Ability to lift up to 40 pounds.
- Comfortable working outdoors in various weather conditions.
- Ability to participate in games, sports, and field trips.

Why Join Kids Club?

- Make a meaningful difference in the lives of local children.
- Fun, energetic, and supportive work environment.
- Opportunities for training and professional growth.
- Flexible scheduling.
- Be part of a team dedicated to strengthening children, families, and our community.

Please send resumes to director@crookcountykids.org