

# PROGRAM COORDINATOR

## BASIC FUNCTION:

Under the direction of the Director and Site Lead, program coordinators (PC) will work as a team to supervise school aged children, facilitate activities, assist Site Lead in day to day planning and connect and mentor school aged kids.

HOURS: 20 HOURS WEEKLY DURING THE SCHOOL YEAR. SUMMER PROGRAM HOURS AVAILABLE.

MONDAY-FRIDAY 1:45PM-6:00PM. Must be able to arrive at work at 1:45PM and stay until closing, at 6:00PM.

PAY: DOE

## JOB DESCRIPTION

### MUSTS

1. Be able to supervise school-aged children
2. Communicate effectively with school-aged children.
3. Assist Site Lead with program development.
4. Facilitate and lead activities that include arts and crafts, physical education, outdoor play, field trips and tutoring.
5. Work as a team with other Program Coordinators, communicating effectively in supporting school-aged children.
6. Communicate to parents effectively.
7. Mentor and support school-aged children positively, leading them to successful outcomes and guide them through normal childhood struggles.
8. Be able to work outdoors, if weather is less than favorable.

### KNOWLEDGE

Basic needs and characteristics of school aged children  
Oral and written communication skills  
Computer software applications for communication, attendance and billing  
Organizational skills  
Principals and methods related to child development and management.

### ABILITY TO:

Under the direction of the Director, facilitate activities in accordance to school district policies and compliance of State and Federal regulations. Communicate effectively  
Analyze situations accurately and adopt effective course of action  
Meet schedules and time lines.  
Work independently with little direction

Plan and organize

Establish and maintain relationships with staff, parents, community members and district personnel.

Work confidently with discretion

### **EDUCATION AND EXPERIENCE**

Valid Oregon Drivers Licence

BE ABLE TO:

Apply into the Oregon Central Background Registry

CPR/First aid training.

### **WORKING ENVIRONMENT**

Classroom, cafeteria, gym space, office, outside

Will be noisy

Fast paced and always changing

### **PHYSICAL DEMANDS:**

Lifting no more than 50 lbs

Must be able to stand for long periods of time

Must be able to visibly monitor kids

Must be able to be comfortable with noisy settings

## **HOW TO APPLY:**

Please send resume and letter of interest to [director@crookcountykids.org](mailto:director@crookcountykids.org)