

The Community House
Job Description

Position Title: Before/After the Bell Site Coordinator

Basic Function: Site Coordinators will assume a lead role in planning and implementation of activities in the Before and After the Bell program. Site Coordinators will be directly responsible for the supervision and safety of children, and the supervision and management of Program Counselors

Responsibilities:

Reporting to the Recreation Supervisor, Site Coordinators will:

- Comply with agency policies and procedures.
- Maintain a safe environment for participants.
- Assume a lead role in the implementing of day-to-day program activities.
- Lead Program Counselors in the implementation of program activities
- Supervise children and enforce program rules.
- Maintain an open line of communication with Recreation Supervisor, and Program Counselors
- Appropriately communicate with participants and parents
- Identify safety concerns to Recreation Supervisor
- Supervise School Out Trips to off-site locations.
- Directly supervise and lead the day-to-day activities of the program.
- Responsible for dispensing medication to students and filling out correct medical dispense form.
- Provides a good working relationship with school staff.

Minimum Qualifications: Site Coordinator must be of legal age to work in Illinois and demonstrate an ability to lead, supervise and maintain safety for children ages 5-12 years old. Site Coordinator will have prior experience working in a childcare environment or similar workplace.

Special Requirements: Candidates should have demonstrated experience in situations supervising children and staff. Successful candidates will also have direct childcare experience with knowledge of creative problem solving, disciplining of children and child development.