



TITLE: Kinder Club Coordinator

DEPARTMENT: Programs

REPORTS TO: Program Operations Director

STATUS: Part-time, Monday-Friday; hours may vary. Generally, 12:00-6:00.

SALARY: \$14.00/hr, 30 hrs per week

PRIMARY FUNCTION: Provide high quality care, enrichment and recreation for Kindergarten age children enrolled in the program. Plan developmentally appropriate activities, nurturing environment, and provide direct supervision and safety of children and staff involved in program. Kinder Coordinator is responsible for all communication with parents, including but not limited to: attendance, behavior, billing, closures, etc. Kinder Coordinator is responsible for the supervision of Kinder Club staff including but not limited to: scheduling, discipline, ensuring quality activities are being provided, etc.

SKILLS/KNOWLEDGE REQUIRED:

- Education- Early Childhood preferred
- Experience: Supervising - 1 year preferred
Childcare - 2 years preferred

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- Active environment that requires employee to be on their feet for several hours at a time
- Some lifting and moving of moderately sized objects

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.