



Town of Vernon

Employment Application

After School Club Program Coordinator

Position Type:

Parks and Recreation Line Employees

Date Posted:

6/18/2021

Location:

Parks and Recreation Offices

Vernon Parks and Recreation

Title: After School Club Program Coordinator

Pay rate: \$17.25/hr

JOB SUMMARY

Performs responsible work in the planning, implementation, supervision, and evaluation of a comprehensive After School and Morning Club Programs. The Coordinator is primarily responsible for overseeing the day to day operation of all five After School and Morning Club locations. Fills a varying work schedule including, early mornings, day time and evening hours.

ESSENTIAL JOB FUNCTIONS

Is considered a first responder for all medical emergency procedures and may be exposed to possible health risks.

Supervises and evaluates all program offerings.

Assigns work schedules, supervises and evaluates staff.

Has daily contact with parents and participants; resolves conflicts.

Maintains accountability of and is responsible for the health and safety of all staff and participants.

Assists Camp Director in the implementation of special events.

Screens medical information and prepares reports and forms as required.

OTHER JOB FUNCTIONS

Conducts in-service training staff meetings.

Responsible for staff's maintenance of facilities and equipment.

Performs related work as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of a variety of leisure skills such as arts and crafts, music, drama, physical fitness, nature, aquatics, team and individual sports.

Ability to deal effectively with parents, participants, and other Town employees.

Strong leadership and administrative skills.
Ability to motivate staff and participants.

PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS

Able to lift light objects between 20 and 50 pounds.
Able to perform moderately difficult skills such as writing and typing.
Able to perform tasks which require hand-eye coordination such as instruction of a skill.
Able to walk, run, swim, stand, and sit for prolonged periods.
Able to see objects far away and closely, such as waterfront supervision.
Able to hear normal sounds with some background noise such as a call for help from a child.
Able to communicate through human speech as in talking with a child.
Able to concentrate on moderate details with constant interruption.
Needs to attend to task/function for 25 – 40 minutes.
Able to remember multiple tasks/assignments given to self and others during the course of the day.
Exposure to blood, body tissues or fluids, seasonal conditions in outside weather, and to loud or unpleasant noises.

JOB QUALIFICATIONS

18 years of age or older.
Three years previous experience in an organized camp or After School setting.
Pursue a four- or sixth-year degree in a related field.
A valid Connecticut driver's license and reliable transportation.
Must work flexible hours.
Attend mandatory training session in CPR, First Aid, Blood Borne Pathogens and overall departmental policies.

The above description is illustrative. It is intended as a guide for personnel actions and must not be taken as a complete description.