

Washington Park District Job Description

Position: R.E.A.C.H. Before and After School Coordinator

Summary:

Under the direct supervision of the Recreation Manager, the R.E.A.C.H. coordinator is responsible for planning, promoting, organizing, budgeting, and coordinating essential functions as outlined in this description.

The supervisor position is a part time hourly employee expected to 25 hours during the school year. General work hours take place Monday – Friday 1:00-6:00pm. Due to the nature of this position the R.E.A.C.H. coordinator will be required to work certain holidays. In addition to the before and after school program, when schools are out of session DAYQUEST Days are offered during the daytime from 6:30am-6:00pm and this position will oversee these offerings. **This position may also be offered hours during the summertime (late May – August) working in a supervisor role with the Camp Adventurers Summer Camp.**

Qualifications:

Applicant must be 21 years or older, with a bachelor's degree in Parks and Recreation or Early Childhood Education preferred. The individual should possess friendly and effective interpersonal, written, verbal and telephone communication skills. The individual must possess a patient and caring disposition and the ability to work and interact with children & their parents in a positive manner. The individual should have an understanding of children's issues including behavior, medication and safety.

Immediate Supervisor:

Recreation Manager

Essential Functions:

Administration

- Assist the Recreation Manager in maintaining accurate and current attendance, registration, inventory, invoices, balances and other miscellaneous statistics for the operation and management of the R.E.A.C.H. programs.
- Administer and implement the operation of the R.E.A.C.H. program in accordance with the policies established by the Board of Commissioners and the Executive Director.
- Assist in evaluating the effectiveness of services in the R.E.A.C.H. program, its facilities and make recommendations on changes in the program and the introduction of new services to offer.
- Performs administrative record keeping (monitors counselor records) and other functions assigned by the Recreation Manager: daily absence lists, counselor conferences, counselor records (individual summaries, weekly group records), accident reports, time sheets and staff evaluations.
- Participates and administers R.E.A.C.H. training processes, etc.
- Be aware of all ADA requirements based on the needs of individual participants.
- Incorporates the R.E.A.C.H. philosophy and interprets this philosophy to the participants, counselors and parents.
- Supervises each counselor during a weekly scheduled conference. This includes some program planning, relationships, group processes and administrative tasks.
- Participates in or leads all staff meetings and activities as scheduled.
- Prepare for and participate in supervisory conferences with Recreation Manager.
- Prepare for and participate in staff meetings.
- Supervises and evaluates the job performance of R.E.A.C.H. staff on a continual basis and takes immediate action to correct any deficiencies or problems in the program or staff.
- Cooperate with and provide assistance to all District staff and School staff to perform dependent responsibilities as a team member; work effectively in cross-over tasks or group projects.

Communications:

- Inform the Recreation Manager and other staff members of all pertinent matters.
- Assist in establishing internal communication of the staff involved in the R.E.A.C.H. program
- Use effective written and verbal communication with R.E.A.C.H. parents, children and staff.

- Develop and maintain cooperative working relationships among staff members, participants, public agencies and community organizations.
- Creates, produces and distributes a newsletter that keeps parents informed of field trips, schedule changes, events and other important information. Prior approval must be received by supervisor before distribution to the public.
- Quickly and professionally deals with parental concerns, questions, and problems.

Personnel:

- Attend staff meetings and/or in-service training programs on a regular basis.
- Interviews and hire all R.E.A.C.H. staff.
- Plan and schedule a staff orientation.
- Schedule staff based on the daily registrations numbers and the scheduled activity.
- Submit individual staff personnel evaluations to the Recreation Manager for approval.

Financial Management

- Responsible for monitoring staff time sheets following Park District guidelines.
- Responsible for the collection and depositing of money from the early drop-off/late pick-up.
- Assist Recreation Manager with preparation of R.E.A.C.H. budget.
- Responsible for working within the limits of the R.E.A.C.H. budget.
- Responsible for invoicing and collection of balances due.
- Continually seek methods to increase revenues and control expenses.

Planning:

- Assist Recreation Manager in maintaining an adequate inventory of all supplies needed for the R.E.A.C.H. program.
- Recommend repairs or replacement of equipment and arrange for repairs.
- Maintain an awareness of trends in children & youth programming as well as current issues facing children & youth in today's world and incorporate these into the program.
- Maintain a consistent schedule and effectively communicate with staff, children and parents any and all changes.
- Implements and coordinates the planning of all camp activities to be developed and carried with assistance from counselors. Activities include but are not limited to, arts & crafts, games, sports, quiet activities, and others.
- Implements and coordinates the planning of all DAYQUEST field trips to be developed and carried out with assistance from staff. Special events include but are not limited to: special guest speakers, talent show, parent's day, water day, camp Olympics, costume days, and others.
- Schedules and coordinates the planning of all days of DAYQUEST field trips.
- Develops a list of supplies and services that are needed for the R.E.A.C.H. program and purchases all supplies.
- Coordinates transportation needs with bus driver and local School Districts #50, #51, #52 and St. Pat's.
- Development of new programs and ideas will be required.

Safety Program & Risk Management:

- Implement staff training plan
- Implement facility safety code and preventive maintenance program for the facility equipment.
- Implement transportation policy set forth by Recreation Manager.
- Implement policy & procedure involving child pick up procedure.
- Implement policy & procedure involving missing/absent children.
- Understand the Park District safety procedure and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Recreation Manager or Executive Director as soon as possible.
- Administer first aid when necessary for a child's or staff member's welfare.
- Monitor camper and counselor health and safety practices.
- Maintain first aid supplies and implement safety guidelines to Park District Standards.
- Provide report of accidents, injuries and illnesses to supervisor with proper form use.
- Be certified or be willing to become certified in CPR and complete First Aid.

Facility Management

- Attend meetings with Recreation Manager to determine facility needs.
- Responsible for maintaining the cleanliness of areas that campers use.
- Notifies custodian of any problems or dangerous situations regarding facility.

Marginal Functions:

- Assist all employees of the Park District as needed.
- Assist in the preparation of classrooms as necessary.
- Assist in all Park District special events as available.

Psychological Considerations:

- Must be able to work under the supervision of the Recreation Manager.
- He/She must possess the ability to work with children for long periods of time.
- Must be able to effectively work in loud environments.
- The individual must be able to work and interact with the general population, including children, adults, parents and staff in a friendly and courteous manner.
- He/She should be able to recognize and take appropriate action to correct safety hazards.

Physical Requirements:

- Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.
- The individual should be able to move continuously when necessary to accommodate the needs of the children (sitting on floor, bending down to play, etc).
- He/She should be able to work long stretches of time during early dismissal and days off of school.

Environmental Considerations:

- The individual may be required to work during various weather conditions, including hot and cold temperatures as well as rain and snow.
- May be exposed to elements when driving to meetings or when assisting workers with outdoor functions.

Cognitive Considerations:

- Resolve differences and problems that arise with patrons and employees.
- Must exhibit good problem solving ability and good judgment in keeping with the mission of the park district.
- Must have the ability to read, write and organize materials.
- Must be able to supervise staff and participants in at all times in a positive manner and have safety awareness.

Signature of R.E.A.C.H. Coordinator

Date