



Town of Danvers Position Description

Title: Fun Club Site Coordinator	Classification: Non-Union
Department: Recreation	Grade: 7
Reports to: Fun Club Program Director	FLSA Status: Non-Exempt
Effective Date: February 4, 2020	Union Status: Non-Aligned

Summary:

Under the direction of the Fun Club Program Director, the Site Coordinator performs highly responsible duties requiring independent judgement and initiative in planning, organizing and directing the work of the department and in the enforcement of federal, state and local laws, and town and department bylaws. The Site Coordinator coordinates and plans activities and snacks for elementary-aged children in the after-school Danvers Recreation Fun Club program. The Site Coordinator also oversees a summer recreational program in an administrator role.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Coordinates and plans activities and snack for elementary aged children.
- Maintains inventory and restocks supplies as needed.
- Manages and trains Group Leaders and Assistant Group Leaders in accordance with department practices and the rules and regulations of the Department of Early Education and Care.
- Facilitates monthly site staff meetings.
- Attends biweekly staff meetings with the Fun Club Program Director.
- Attends enrichment and relicensing workshops as needed.
- Maintains confidentiality and sensitivity in regard to students, their families, and site staff.
- Communicates in a professional, timely manner with parents.
- Communicates daily with the Fun Club Program Director.
- Submits to a physical and provides proof of tuberculosis vaccination every two years.
- Adheres to the rules and regulations of the Department of Early Education and Care.
- Performs other duties as required or assigned.

Minimum Qualifications:

- Minimum of 2-4 years of childcare experience, at least 6 months of which must be spent working with school-aged children. Bachelor's degree in Child Development, Education or related field is preferred.
- Must have current First Aid & CPR certifications.
- Must be able to successfully pass a CORI, DCF, SORI and fingerprinting.
- Must be able to pass 12-hour EEC Essential Training within the first week of hire.
- Must be fully committed to providing service excellence to every person who visits, works, or resides in the Town of Danvers by embodying the organization's five core values: inclusion, integrity, accountability, positivity, and collaboration.

Knowledge, Ability, Skill:

Knowledge: Basic knowledge of the practices, procedures, and equipment associated with children's recreation programs. Basic knowledge of childhood development. Knowledge of modern office methods, practices, procedures, and equipment. Knowledge of Massachusetts General Laws as they relate to departmental activity.

Ability: Ability to multitask, solve problems, and prioritize and organize work in a fast-paced environment and in emergency situations. Ability to work independently and to make decisions in accordance with rules, regulations and policies. Ability to follow organizational operating policies and procedures in municipal government organization. Ability to use personal vehicle for work purposes. Ability to communicate clearly and concisely, both orally and in writing. Ability to use a computer and to operate standard office equipment.

Skill: Excellent planning and organizational skills. Excellent customer service skills. Skilled in creating age-appropriate activities.

Supervision:

Received: Works under the general direction of the Director and in accordance with the applicable provisions of Massachusetts General Laws.

Exercised: Supervises on-site staff and program participants.

Physical Requirements:

(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Regularly required to walk, stand, sit, talk and hear; operates computer, printer, video display terminal, typewriter, calculator, telephone, facsimile machine and all other standard office equipment requiring hand-eye coordination and finger dexterity; must be able to view computer screens for an extended period of time. Moderate physical effort required in performing functions; may be required to move/transport up to 30 pounds. Moderate physical effort required when performing duties of recreation programs. The employee is frequently required to convey information at meetings with staff and others.

NOTICE:

- The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
- External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.
- This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change. Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer.

Approved by:



Human Resources Director



Date

Received by:

Employee

Date

Human Resources

Date