

Job Title: Lead Program Coordinator  
Department: Education  
Reports To: Chief Operations Officer  
Status: Part-Time

### **Job Summary**

Under general supervision of the COO, the Lead Program Coordinator provides general supervision for after-school programming. This includes ensuring that staff have the materials they need to be successful in delivering high-quality educational activities. This position works directly with blind and visually impaired children and young adults to deliver accessible program activities and opportunities that are educational and fun. The Lead Program Coordinator supervises facilities when the COO is not present and performs other related duties as required.

### **Essential Duties and Responsibilities (include but not limited to):**

- Responsible for supervising and managing daily operations of after-school programs
- Provide leadership and support to Program Coordinators to effectively deliver program content.
- Ensure children are properly supervised at all times and appropriate staff to student ratios are maintained.
- Track inventory of program supplies and coordinate with COO to order any necessary supplies for programming.
- Implement appropriate activities in accordance with established program goals and quality standard at Children's Learning Center (CLC).
- Work with various organizations and groups to implement assigned programs.
- Assemble supplies and set-up and take-down of equipment, tables and chairs as needed.
- Ensure facilities, equipment and play areas are in a clean, safe and satisfactory fashion.
- Supervise and coordinate a variety of recreation and social events/programs (including community field trips and other camp-related activities and projects)
- Informs parents/ guardians of important information regarding their children and upcoming events
- Maintain accurate written on a daily basis for the camp including data related to registration, attendance, safety and activity records.
- Maintain discipline at facility, enforces rules and regulations and completes incident reports.
- Render routine first aid as necessary.
- Perform related duties as assigned.

**Qualifications****Knowledge of**

- Recreation, cultural and educational activities suitable for children with visual impairments or the physically challenged; fundamentals, rules, techniques and materials of group games, sports, crafts and other recreation and leisure activities; basic principles and techniques of first aid.

**Ability to**

- Manage multiple activities and adapt programming as needed; encourage interest and participation in activities; instruct and lead others in assigned activities; engage in moderate physical activity and provide leadership in group activities; establish and maintain effective working relationships with the public, volunteers and other employees; work a flexible schedule including nights, weekends and shift assignments as program needs change; work indoors and outside in a variety of temperatures and weather conditions; lift up to 50 lbs. and set up supplies and equipment; work independently and assume responsibility for a task; and maintain positive personnel relationships.

**Education and/or Experience**

- High School Diploma and at least 18 years of age.
- Prior experience working in afterschool program.

**Certificates, Licenses, Registrations**

- First Aid and CPR certification and/or ability to obtain it within 30 days of hire.

**Language**

- Proficient English, oral and written - Spanish a plus.

Signature \_\_\_\_\_ Date \_\_\_\_\_