

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

### **Job Summary**

Under general supervision of the COO, the Program Coordinator works directly with blind and visually impaired children and young adults to deliver accessible program activities and opportunities that are educational and fun.

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

- 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)
- Inform 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.
- Renders routine first aid as necessary.
- Performs 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**

- Develop interest and encourage participation in assigned 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; keep and maintain written records; 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 or near completion and at least 18 years of age.

**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 \_\_\_\_\_