



Nevada Blind Children's Foundation
Job Description
Program Coordinator – K-8

Job Title: Program Coordinator – K-8
Department: Program
Reports To: Program Director
Status: Non-exempt
Starting Salary: \$10-\$15 per hour

Job Summary

Under general supervision of the Program Director, the Program Coordinator implements activities, classes and special events, provides leadership and direction for programs, supervises facilities when the program director is not present and performs other related duties as required.

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

- Implements activities designed by Program Director in accordance with established program goals at the Nevada Blind Children's Foundation (NBCF).
- Works with various organizations and groups to implement assigned programs.
- Assembles supplies and set-up and take-down of equipment, tables and chairs as needed.
- Assures facilities, equipment and play areas are in a clean, safe and satisfactory fashion.
- Supervises and coordinates a variety of recreation and social events/programs (including cooking, horsing around, day camp, Beeping Egg hunt, Beeping sporting and educational events).
- Informs parents/ guardians of important information regarding their children and upcoming events
- Maintains registration attendance, safety and activity records.
- Maintains 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:

- A. 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:

- A. 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 in 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

- a. High School Diploma or working towards it and at least 18 years of age

Certificates, Licenses, Registrations

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

Language

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

Signature _____ Date _____