

Out of School Site Director

JOB TYPE: Full Time-Temporary

SALARY: \$15.00/hour

POSITION SUMMARY

Under the supervision of the Program Director, the Out of School Site Director is an exempt position under FLSA, responsible for overseeing the remote learning camp at Turner Recreation Commission. This position is responsible for maintaining academics, enrichment, recreation and operation of a designated program while supervising at least up to 120 children. This employee must be able to prioritize work and make changes as needed daily while exercising sound independent judgment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Effectively and courteously communicate with the public, officials, instructors, and employees of the TRC, some of whom may be irate or unreasonable; orally and in writing
- Assist in resolving concerns and complaints from instructors, participants or the general public
- Anticipate potential risks of injury, take measures to remove them, and in the event of an injury, have the ability to implement emergency medical procedures
- Provide courteous service to all participants, parents, instructors, visitors and staff
- Develop and maintain positive parent communication, relationships, and services
- Respond promptly and courteously to parent concerns and immediately notify your supervisor
- Always assure safety and supervision of children, with a minimum 15:1 ratio of adults to children
- Be alert and greet all participants and parents with a smile
- Obey and comply with all TRC, Program Site, State, and Local ordinances and policies

MARGINAL FUNCTIONS

- Ability to report to work as scheduled and notify your supervisor a minimum of 120 minutes in advance in case of an emergency or sickness and 48 hours in advance otherwise
- Notify parents of upcoming fees and obligations
- Assist in resolving concerns and complaints from the general public
- Perform minor custodial maintenance of program space utilized
- Provide users with any information desired about the program within legal responsibility
- Perform a quick inventory before and at the end of each program day
- Obey and comply with all TRC policies and procedures

POSITION REQUIREMENTS

Experience and Education: This position requires a person who is 18 years of age or older and meets all the following requirements:

- Bachelor's degree in Elementary Education or related field
- One-year experience with school age children in an organized setting
- Patience; good with children; good communication skills; works well with others
- Self-motivated and ability to prioritize responsibilities and accomplish job tasks with autonomy from close supervision

- Must successfully pass an education, criminal background check, and fingerprint check.

License/Certification:

Employee must have a valid driver's license. Must maintain automobile liability insurance on vehicle used to perform job duties for TRC of at least \$100,000 single limit or such other amount as TRC policies may require in the future. CPR, First Aid, AED certification, bloodborne pathogen training, and Hepatitis vaccinations or the ability to obtain these within 30 days of employment.

Technical Knowledge, Skills and Abilities:

Demonstrates an understanding of licensing regulations applicable to the program, child and youth development principles, administrative and supervisory skills, designing and facilitating professional development, experience working with academic curriculum, an understanding of age-appropriate activities and services, the ability to communicate clearly, skills and abilities to implement the program of activities, the ability to foster positive, healthy relationships with children or youth, and the competence to manage the program in compliance with the program policies, the program plan, and the State of Kansas regulations. Demonstrates an ability to prioritize one's own work and an ability to define, measure, and evaluate results. The ability to plan and coordinate tasks, understand and anticipate problems, interpret written instructions, reports, and manuals is essential. Employee must have the ability to concentrate and accomplish tasks despite interruptions, perform a variety of tasks simultaneously or in rapid succession, and perform job responsibilities in a timely manner in order to meet scheduled deadlines. This employee must possess physical and mental abilities to work independently, follow oral and written instructions, and possess above average written, verbal, and non-verbal communication skills. This employee must be able to operate a computer, calculator, copier, and other office equipment.

Problem Solving:

Independent problem solving is essential. This employee encounters problems with participant, parent, employee, and citizen complaints and incidents. Demonstrates an ability to resolve work related issues.

Decision Making:

Independent decision making is involved. This employee makes decisions about resolving complaints and correcting issues and performing supervision duties in the most efficient manner. This employee must have the ability to use good professional judgment, honesty, and integrity in decision making as well as make immediate pressure related decisions.

Supervision:

This employee is subject to direct supervision from the Program Director and overall supervision by the Executive Director and has some supervisory responsibility over subordinate personnel.

Financial Accountability:

This employee is responsible for department equipment and has no purchasing authority.

Personal Relations:

Daily contact with program participants and parents, the general public, co-workers, and moderate contact with supervisory personnel.

Core Values:

This employee is expected to be honest, fair in his/her dealing with the public and co-workers and maintain a reputation that is above reproach. This employee is expected to attend work regularly and be

punctual, present a work setting professional appearance and behave professionally, maintain confidentiality of records and departmental information, and foster positive working relationships and accept new responsibilities. This employee must have a strong emphasis on effective and efficient childcare skills.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. Working in a classroom setting with children ages 5 – 12 years old is the primary environment of this position. The noise level in the work environment is usually moderate to loud.

Physical Demands:

The physical demands described here 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. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is required to walk. The ability to lead and plan activities and games is necessary. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. The employee must be able to access all work sites required for the position. The employee must occasionally lift and/or move up to 50 pounds and possess average physical mobility, strength, and agility. The employee is subject to pre-employment physical examination with a written statement from the physician as to the employee's ability to meet the requirements of the position and also subject to drug and alcohol testing.