

BULLOCH COUNTY POSITION DESCRIPTION

POSITION TITLE: Site Coordinator
DEPARTMENT: Parks and Recreation
CLASSIFICATION: Part Time
SUPERVISOR: Program Supervisor

JOB SUMMARY

This position provides supervision of the Our Time and R.E.C.E.S. afterschool programs and the summer day camp program. This seasonal position is responsible for assisting the Site Manager in the planning and implementation of the total operation of the AfterSchool or Summer Day Camp Program.

RESPONSIBILITIES AND DUTIES

25% Supervision of all day to day program participants and activities including, direct interaction with participants and guardians on a daily basis. Is attentive and has a good understanding of participants and their general needs while in their care. Plans and organizes a variety of structured recreational activities and social/academic programs during the school year or summer, this includes prior planning for fieldtrips – setting up fieldtrip, reserving vehicle, parent permission slips, etc.

25% Perform various administrative duties as assigned by the Program Supervisor. Attends mandatory meetings held by the Program Supervisor, responding to emails in a timely fashion, turning in weekly forms in a timely manner as asked by Program Supervisor (for example, DFCS forms turned in weekly, staff meeting forms, days off request, supply request, monthly rollsheets, etc.), Following daily money procedures for taking in monies including: receipting all money taken in, properly filling out receipt book, keeping money in a secure place, and turning in money daily to Program Supervisor.

25% Supervision of part-time staff at the site to include: assigning and evaluating work performance, making sure staff following the set schedule, maintaining weekly planning sheets, working with staff to develop and implement program goals.

25% Facility care and lock-up include: locking up the facility each day, going behind other staff to make sure every door is locked securely at the end of the day, and making sure each room is cleaned properly and things are put away neatly.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles and practices of school age care methods, activities and supervision.
- Knowledge of state, county, and departmental procedures, including those related to childcare.
- Knowledge of record keeping
- Knowledge of school age care standards.
- Ability to coordinate age-appropriate activity planning for school-age care programming.
- Ability to deal effectively with the public.
- Skill in operating modern office equipment, including a computer.

SUPERVISORY CONTROLS

The Program Supervisor provides somewhat general instructions for new or ongoing tasks. The employee works independently and must use judgment in deciding how to accomplish goals. The supervisor provides instructions for one-time tasks before beginning and as the employee proceeds with the task. Work is reviewed in progress and upon completion for compliance with procedures, accuracy, and the nature and propriety of the final results.

Guidelines consist of county policies and procedures and relevant state, county and federal laws; standards from Council on Accreditation are used for setting goals and objectives in afterschool and summer day camp programming. These guidelines require interpretation, judgment and selection in application.

SUPERVISORY DUTIES

The position has direct supervision over Activity Coordinator, Specialist Staff, program participants and volunteers in an afterschool or day camp setting.

EDUCATION AND EXPERIENCE

The following standards express the minimum background of training and experience desirable as evidence of an applicant's ability to qualify for this position. Other training or experience, if evaluated as equivalents, may qualify an applicant for this position.

Knowledge and level of competency commonly associated with the completion of a high school diploma and enrolled in a course of study related to school age care. Experience sufficient to understand the diverse objectives and functions of the program in order to direct and coordinate activities in an afterschool or day camp setting.

LICENSES / CERTIFICATION

A valid driver's license issued by the State of Georgia.

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 required to stand, walk, sit, use hands to finger, handle, or feel, stoop, kneel, crouch, or crawl, and reach with hands or arms. The employee may be required to lift objects weighing up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Clear hearing and speech are required.

WORKING CONDITIONS

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.

Work is performed mostly in school or recreational settings. Some outdoor work or travel by motor vehicle will be required. During the course of a normal work day, the employee may be exposed to wet, humid conditions or outdoor weather conditions. Moderate noise levels.

POSITION DESCRIPTION / NOTICE TO APPLICANT

Formal application, rating of education and experience; oral interview and reference check (finger print based); job related tests may be required.

The duties listed above 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.

The 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.

BULLOCH COUNTY POSITION DESCRIPTION

POSITION TITLE: Activity Coordinator
DEPARTMENT: Parks and Recreation
CLASSIFICATION: Part Time
SUPERVISOR: Program Supervisor

JOB SUMMARY

This position provides supervision of the Our Time and R.E.C.E.S. afterschool programs and the summer day camp program. This seasonal position is under the direct supervision of the Site Coordinator and Site Manager, and is responsible for planning the activities of the group that he or she supervises on a daily basis.

RESPONSIBILITIES AND DUTIES

- 40% Supervises program participants and activities including direct interaction with parents/guardians on a daily basis. The Activity Coordinator is attentive and has a good understanding of participants and their general needs while in coordinator's care.
- 20% Responsible for assisting in the planning and implementation of the day to day operation of the after school or summer day camp program.
- 15% Performs various administrative duties related to day to day operations. Attends staff training when offered and utilizes training in day to day activities
- 10% Executes proper work habits: punctuality, on task, dependable. Proper staff wear must be worn: staff shirt, ID and athletic type shoe.
- 10% Demonstrate proper attitude, manner, and shows motivation while working.
- 5% Responsible for set-up and clean-up of the program site on daily basis.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles and practices of school age care methods, activities and supervision.
- Knowledge of state, county, and departmental procedures, including those related to childcare.
- Knowledge of record keeping
- Knowledge of school age care standards.
- Ability to coordinate age-appropriate activity planning for school-age care programming.
- Ability to deal effectively with the public.
- Skill in operating modern office equipment, including a computer.

SUPERVISORY CONTROLS

The Program Supervisor provides somewhat general instructions for new or ongoing tasks. The employee works independently and must use judgment in deciding how to accomplish goals. The supervisor provides instructions for one-time tasks before beginning and as the employee proceeds with the task. Work is reviewed in progress and upon completion for compliance with procedures, accuracy, and the nature and propriety of the final results.

Guidelines consist of county policies and procedures and relevant state, county and federal laws; standards from Council on Accreditation are used for setting goals and objectives in afterschool and summer day camp programming. These guidelines require interpretation, judgment and selection in application.

SUPERVISORY DUTIES

The position has direct supervision over children and volunteers in an afterschool or day camp setting.

EDUCATION AND EXPERIENCE

The following standards express the minimum background of training and experience desirable as evidence of an applicant's ability to qualify for this position. Other training or experience, if evaluated as equivalents, may qualify an applicant for this position.

Knowledge and level of competency commonly associated with the completion of a high school diploma and enrolled in a course of study related to school age care. Experience sufficient to understand the diverse objectives and functions of the program in order to direct and coordinate activities in an afterschool or day camp setting.

LICENSES / CERTIFICATION

A valid driver's license issued by the State of Georgia.

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 required to stand, walk, sit, use hands to finger, handle, or feel, stoop, kneel, crouch, or crawl, and reach with hands or arms. The employee may be required to lift objects weighing up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Clear hearing and speech are required.

WORKING CONDITIONS

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.

Work is performed mostly in school or recreational settings. Some outdoor work or travel by motor vehicle will be required. During the course of a normal work day, the employee may be exposed to wet, humid conditions or outdoor weather conditions. Moderate noise levels.

POSITION DESCRIPTION / NOTICE TO APPLICANT

Formal application, rating of education and experience; oral interview and reference check (finger print based); job related tests may be required.

The duties listed above 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.

The 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.

BULLOCH COUNTY POSITION DESCRIPTION

Position Title: The Specialist Counselor
Department: Parks and Recreation
Classification: Part Time
Supervisor: Therapeutic/Senior Adult Supervisor

Job Summary:

This position provides recreational and enriching activities in a one-to-one (or one-to-two) setting which allow children with disabilities to participate as they can, making adaptations and modifications to accommodate special needs, enabling the participants to participate to their fullest potential.

RESPONSIBILITIES AND DUTIES

- 40% Supervises program participants and makes any necessary adaptations/accommodations to the program activities enabling the participants to participate to their fullest potential. Supports and encourages participation of activities in order to enhance social interaction and physical capabilities. Has direct interaction with parents/guardians and teacher on a daily basis. Is attentive and has a good understanding of the participant and his/her special need while in their care. Has ability to adapt to situational behaviors as they may arise and provides safe environment during such situations.
- 20% Responsible for assisting in the planning and implementation of the day to day operation of the after school or summer day camp program. Monitors the safety of all children participating in the after school program.
- 15% Performs various administrative duties related to day to day operations. Attends staff training when offered and utilizes training in day to day activities. Performs other related duties as assigned.
- 15% Demonstrates proper attitude, manner, and shows motivation and initiative while working.
- 10% Executes proper work habits; punctuality, on task, dependable. Wears proper staff wear.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of departmental goals, policies, and procedures
- Skill in leadership
- Skill in oral and written communication
- Ability to deal effectively with children and the public

SUPERVISORY CONTROLS

The T.R. /S.A. Supervisor provides general instructions for ongoing tasks. Instructions for new or one-time tasks are detailed, specific, and cover all aspects of the work. The employee works independently and must use judgment in deciding how to accomplish goals. Work is reviewed in progress for the nature and propriety of the final results.

Guidelines consist of county and departmental policies and procedures. These guidelines are clear and specific.

SUPERVISORY DUTIES

This position has no supervisory control.

EDUCATION AND EXPERIENCE

The following standards express the minimum background of training and experience desirable as evidence of an applicant's ability to qualify for this position. Other training or experience, if evaluated as equivalents, may qualify an applicant for this position.

Knowledge and level of competency commonly associated with the completion of a bachelor's degree in a course of study related to occupational field. Minimum of two years of experience required.

LICENSES/ CERTIFICATION

A valid driver's license issued by the State of Georgia

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 required to stand, walk, sit, use hands to handle, finger, or feel, stoop, kneel, crouch, or crawl and reach with hands or arms. The employee may be required to lift objects weighing 100 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Clear hearing and speech are required.

WORKING CONDITIONS

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.

Work is performed outside or in an indoor gymnasium or classroom. During the course of a normal work day, the employee may be exposed to wet, humid conditions, moving mechanical parts, high precarious places, and outdoor conditions as well as moderate noise levels.

POSITION DESCRIPTION/ NOTICE TO APPLICANT

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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 logical assignment to the position.

The 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.