

**TOWN OF VIENNA, VIRGINIA
JOB DESCRIPTION**

**JOB TITLE: AFTER SCHOOL PROGRAM COORDINATOR
TEEN DIVISION
PARKS AND RECREATION DEPARTMENT**

GENERAL STATEMENT OF JOB

Under regular supervision, performs recreational work in assisting in coordinating and implementing programs for youths and teens. Work involves planning, implementing, and supervising programs, activities, and events for pre-teens; enforcing teen center rules and policies; maintaining general cleanliness of the teen center; ensuring equipment and furnishings are in good, safe working order; following budgetary guidelines; preparing orders for materials and supplies for programs and facility; supervising youth field trips and outside activities; communicating with youth regarding adolescent problems and providing ways to help resolve problems and conflicts; communicating with employees, community members, youth, parents, and the general public in matters related to the after school program; serving as a team leader during after school program hours; and supervising volunteers, both students and adults.. Reports to the Recreation Program Coordinator.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Plans programs, activities, and events appropriate for middle school youth.

Supervises youth during After School Program hours.

Resolves adolescent problems and conflicts.

Ensures the equipment and furnishings are in good, safe working order.

Creates after school program event calendars.

Prepares orders for materials and supplies.

Communicates with other employees, community members, youth parents, and the general public in matters related to the after school program.

Supervises juvenile court volunteers.

Supervises youth field trips and outside activities.

Researches for new youth activities and games by talking with the youth and searching the Internet.

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Attends events, seminars, and meetings for new information on teen related matters.

Operates the candy counter in the teen center.

Enters registration into the computer database.

Accepts new registration.

Reviews sign-in sheets.

Supervises adult and youth volunteers.

Creates informational letters for parents and teens.

Maintains the general cleanliness of the teen center.

Secures cashbox at the end of all shifts.

Labels newsletters.

Updates bulletin board in teen center.

Completes teen center cash log.

Completes incident/accident reports.

Receives and/or reviews various records and reports such as teen center attendance sheets, registration forms, activities budget, assignments, and email updates.

Prepares and/or processes various records and reports such as after school program calendars, incident/accident reports, flyers, and list of materials and supplies.

Refers to after school program calendars, S & S World Wide.com, staff logbook, Internet, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of equipment such as a computer, etc.

Uses a variety of tools such as broom, ladder, etc.; a variety of supplies such as general office supplies, etc.; and a variety of computer software such as Microsoft Publisher, Microsoft Outlook, Internet Explorer, IVIS, Microsoft Word, etc.

Interacts and communicates with various groups and individuals such as the Recreation Program Coordinator – Teens, teens, other employees, schools, and the general public.

ADDITIONAL JOB FUNCTIONS

Provides support department special events.

Answers questions at the front desk.

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Performs general clerical duties as required, including preparing reports and correspondence, copying and filing documents, answering the telephone, attending meetings, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an Associate's degree in parks, recreation and tourism or related field supplemented by three to six months of experience in recreation programming and/or general administration; or an equivalent combination of education, training, and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license. Must be able to obtain CPR and First Aid certifications.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve the ability to exert moderate, though not constant, physical effort, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or direction from supervisor.

Language Ability: Requires ability to read a variety of policy and procedure manuals, safety and equipment manuals, etc. Requires the ability to prepare reports, records, correspondence, etc., with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with persons of various ages, educational and cultural backgrounds.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

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Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office and specialized machinery; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, tools, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a slight degree.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures, and policies of the Teen Division of the Parks and Recreation Department as they pertain to the performance of duties of the After School Program Coordinator. Has knowledge of the organization of the Department and of related departments and agencies. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge in the areas of recreation / sports programming and event planning, community relations, etc. Has working knowledge of administrative principles involved in planning, coordinating and implementing various programs and related activities. Is able to offer assistance to co-workers, volunteers, co-workers and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to plan, organize, and prioritize daily assignments and work activities. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to prepare required reports with accuracy and in a timely manner. Has knowledge of the terminology and various professional languages used within the department. Has knowledge of how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Is able to maintain positive customer-focused relationships with co-workers, supervisors, agencies, the general public, and all other internal and external customers. Has knowledge of how to personally demonstrate appropriate customer service skills. Has knowledge of proper English usage, vocabulary, spelling, and basic mathematics. Has knowledge of modern office practices and technology. Has knowledge of applicable occupational hazards and safety precautions. Is able to perform duties effectively despite infrequent exposure to extreme heat / cold, odors, machinery hazards, etc. Has knowledge of how to react calmly and quickly in emergency situations.

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Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

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DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.