

The Community House

Position Agreement

"Agreement to fulfill the accountabilities of the job"

Job title: The Kids Community @ 284 - Site Coordinator

Reports to: TKC Program Director

Review Date: Annual

**Type of position:
Year-round position
Part-time, up to 25 hrs/week**

Pay Scale: \$15.00- \$17.00 per hour

Results to be achieved by this position:

Your high level of performance is critical to the smooth and successful operation of The Community House. Our commitment is to consistently provide quality enrichment opportunities that support the arts and community. You support the delivery of these results. You enable the Executive Director to efficiently and effectively support the community and exceed our constituents' expectations.

Standards for this position:

1. In the absence of the Exec. Dir. and TKC Program Director, TKC runs smoothly and efficiently
2. Maintain cost consciousness
3. Greet every visitor and guest enthusiastically and warmly
4. Professional presentation and appearance
5. Consistent positive feedback from coworkers and constituents
6. Being on time and having excellent attendance
7. Treat visitors and coworkers with respect
8. Ensure all meetings, lesson plans and activities are executed smoothly and efficiently
9. Keep in confidence all business and client information (written and verbal)
10. Support the Program Director and Curriculum Director in the development and implementation of enriching programs
11. Delegate responsibility to support staff and manage volunteers

Work requirements for this position:

- Attend staff meetings
- Develop lesson plans and curriculum
- Develop and coordinate activities for indoor and outdoor play
- Provide a safe level of supervision of the staff and children in the group room and throughout the program overall
- Maintain a clean, safe, stimulating classroom
- Supervise program staff
- Participate in required professional development trainings
- Observe and document individual progress reports
- Write annual progress reports for each student
- Maintain flexibility
- Maintain confidentiality
- Other duties as assigned

Other/special requirements for this position:

1. Must be at least 20 years old
2. Must have ONE of the following:
 - Bachelor's Degree in Child Development, Early Childhood Education, Elementary Education, Child Guidance, Human Services, Nursing, Psychology, Physical Education, Recreation, Child Psychology, the Arts, Social Work, Sociology, or Child Care AND 6 months of experience working with school age children.
 - Bachelor's Degree in any field or an Associate's Degree in Child Development, Early Childhood Education, Elementary Education, Child Guidance, Human services, Nursing, Psychology, Physical Education, Recreation, Child Psychology, the Arts, Social Work, Sociology, or Child Care AND nine months of experience working with school age children.
 - High School diploma or equivalent AND one year of experience working with school age children.
3. Must work flexible schedule
4. Consistently positive attitude
5. Take direction
6. Self-starter
7. Great people skills
8. Open minded and optimistic
9. Innovate- Suggest ways to make things better/more efficient

Reviewed and agreed to by (employee):

Name:

Date:

Approved by (supervisor):

Name:

Date: