

POSITION DESCRIPTION
City of Brewer

Position Title: After School Coordinator
Department: Parks & Recreation
Location: Joseph L. Ferris Community Center

GENERAL PURPOSE:

Plan, organize, and coordinate staff and programs for school age children, as well as assisting with the annual planning and coordinating of comprehensive recreational programs for seniors, adults, and youth.

SUPERVISION RECEIVED:

Works under the general supervision and direction of the Deputy Director of Parks & Recreation.

SUPERVISION EXERCISED:

Supervises part-time recreation staff, instructors, seasonal employees, and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates part-time recreation staff for the After School Program.
- Responsible for the planning, development, and implementation of After School programs and activities.
- Responsible for daily direct care and supervision for approximately 50-100 youth.
- Maintains all files for daily attendance, payment records, staff time cards, medical forms, and other information required for program participants.
- Works with the Brewer School Department guidance counselors, teachers and parents to develop and implement Individual Behavioral Plans for students.
- Organizes regular staff meetings, training records and evaluations staff members.
- Purchases program supplies and all necessary equipment.
- Responds to public inquiries about recreation programs made by telephone, correspondence, or during public meetings.
- Supervises, schedules, trains and evaluates field placement students and volunteers.
- Communicates regularly with the Brewer Community School and school bussing contractor to ensure a smooth transition from the school to the Afterschool Program.
- Prepares for publication a variety of brochures, calendars, newsletters, bulletin boards, news releases, flyers, and related communications regarding the after school program and other department sponsored activities.
- Organizes, plans, and supervises, and assists with various recreation programs such as: the fall soccer program, spring t-ball program, youth basketball program, special events, and other activities sponsored by the department.
- Develops and maintains good working relationship with community volunteers, program participants, and other city employees.

PERIPHERAL DUTIES:

- Assists in the recruitment and selection of part-time and season staff.
- Serves as a member of various employee committees, as assigned.
- Performs a variety of duties such as answering phone, typing correspondence, running errands, picking up needed supplies, making arrangements for rental and use of the community center, helping set up tables and chairs for classes, rentals, etc.

DESIRED MINIMUM QUALIFICATIONS:**Education and Experience:**

- A. Graduation from a four-year college or university with a bachelor's degree in elementary education, recreation or a closely related field; and
- B. Two years' recreation experience including community center programming; or
- C. An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- A. Considerable knowledge of recreation philosophy, planning and administration; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program;
- B. Skill in operation of listed tools and equipment; Skill in First Aid and CPR.
- C. Ability to develop, coordinate, and direct varied activities involved in a community recreation program; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; Ability to communicate effectively orally and in writing; Ability to plan and supervise the work of paid staff and volunteers.

SPECIAL REQUIREMENTS:

Valid state of Maine driver's license or ability to obtain one. First Aid and CPR certification.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile; various sports equipment used in recreation programs.

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 frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands and fingers to handle, or operate objects, tools or controls; and reach with arms and hands.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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 occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

SELECTION GUIDELINES:

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 a logical assignment to the position.

Acceptance: _____
(Employee Signature)

Approval: _____
Parks & Recreation Director

Revised Date: *August 5, 2021*

This 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 this job change.

