

POSITION DESCRIPTION CITY OF BANGOR, MAINE

POSITION: Assistant School Age Child Care Coordinator (PART-TIME)
DEPARTMENT: Parks & Recreation

GENERAL DEFINITION AND DESCRIPTION:

Under the direct supervision of the Child Care Coordinator, this position is responsible for assisting in the planning, programming, scheduling, and implementing a comprehensive before and after school recreation program, as well as our summer day camps.

We are looking for the right individual that has a loving and nurturing personality, is outgoing, caring, pro-active, understanding, patient, reliable, and loves children. This position is a regular part time position.

MAJOR DUTIES, RESPONSIBILITIES, AND FUNCTIONS:

- Assist in hiring, coordinating and managing part-time recreational staff in the development and implementation of the Kids Cave Before and After School program.
- Responsible for planning activities.
- Assist with maintaining daily records for attendance, payments, medical forms, and other information required for participants.
- Inventories, purchases, and maintains supplies and equipment which is required to maintain high quality programs.
- Interaction with all family members and the general public in a warm and welcoming manner.
- Develop positive and supportive relationships with family members in order to work towards the best interest of the child(s).
- Work collaboratively with other staff members to create a team environment.
- Assist in Marketing.
- Assists office staff as needed and performs other duties as needed.
- Works with challenging behaviors
- In the event of the "Recreation Programmers" absence, assumes all duties of that position for the "Kids Cave Before & After School" and/or "Summer Camp"
- Assist with other Recreation Programming as needed.
- Ability to create new programming.

WORKING CONDITIONS

- Performs a broad array of duties, with inter-relationships among staff, parents, patrons and customers.
- Analysis and independent judgment is needed in selecting the appropriate guidelines, instructions, or rules to apply to specific tasks.
- Supervises and participates in a variety of recreation programs both in and out of doors, requiring moderate physical effort.
- Work must follow appropriate safety procedures.
- Hours will be between 20 and 25 hours a week beginning of September to June. Up to 40 hours per week during the summer months.

ESSENTIAL KNOWLEDGE, ABILITIES, AND QUALIFICATIONS

- Should be at least 18 years of age.
- Must be proficient in working with challenging behaviors.
- Ability to work independently.
- Ability to communicate with City of Bangor Public Safety officials in the event of an emergency.
- Should possess valid state driver's license.
- Must be CPR and First Aid certified and/or have the ability to become certified.
- Ability to acquire additional training and certifications as needed.
- Ability to understand and follow instructions in both written and oral form.
- Ability to work a flexible work schedule to include weekends, holidays, and evenings as needed.
- Potential degree in Recreation, Education or related field or equivalent experience in recreation field is preferred.