**Nature and Variety of Work:**

The person in this position will be responsible for providing a safe and enjoyable experience for both participants and staff. This is a position that requires taking direction from the Childcare Services Programmer. The Childcare Coordinator will need the ability to take charge in any situation and will need to make quick judgement in any moment. A Childcare Coordinator is a supervisor that will help instruct staff members, as well as have a group of participants to lead.

This position works Monday-Friday from 6:45am-8:30am and 2:30pm-5:30pm or 25-35 hours per week. The hours will increase during the vacation weeks, teacher in-service days, and early release days or and community events. Pay range for the Childcare Coordinator is $15.50 to $17.00 pending on experience level.

**Responsibility and Supervisory Relationship:**

A Childcare Coordinator is directly responsible to the Childcare Services Programmer. The Childcare Coordinator oversees and helps direct Counselors. This position ultimately reports to the Director of Recreation.

**Desirable experience and training:**

The Childcare Coordinator should be at least 21 years of age and show examples of significant leadership or youth experience. They should have a thorough understanding of age-appropriate activities and behavior management techniques for children in grades K-8. The ideal candidate should be able to initiate activities and be a self-starter, as well as have effective communication skills, for dealing with children and adults. The Childcare Coordinator should also possess the following traits: dependable, considerate, flexible, sense of humor, and a great work ethic.

**Essential Job Functions:**

* Must have a flexible schedule, with the ability to work mornings and afternoons Monday through Friday, depending on the needs and demands of the program.
* Must be able to use good judgement skills.
* Must be able to maintain the confidentiality of sensitive information.
* Must be able to stand, walk, stoop, kneel, and reach for participation in physical activities.
* Must be able to work independently.
* Must be able to have leadership skills, and the ability to lead other staff members.
* Must be able to implement projects and programs effectively within a group of 2-12 children.
* Must be able to provide excellent customer service to parents and children.
* Must be able to lift up to 25 lbs.

**Childcare Coordinator Member Duties:**

* Greet parents and participants with a smile every day.
* Be familiar with, and in compliance with, all information in the staff handbook.
* Work alongside other staff members and the Recreation Management every day.
* Attend all staff meetings and training sessions, as well as complete all assigned online trainings
* Attend all public events that are offered by the Recreation Department.
* Ensure that all supervision of children is safe and age appropriate
* Help plan and implement activities
* Take the lead on any accidents, injuries and incidents and report to the Childcare Services Programmer right away
* Help fill out the appropriate paperwork.
* Assign counselors tasks and responsibilities.
* Hold counselors accountable to the counselor job description.
* Assist Childcare Services Programmer in the staff evaluation process.
* Follow and help lead the Emergency Action Plan
* Assist in the administering of medication.
* Adhere to duties and responsibilities assigned by the Childcare Services Programmer
* Bring any suspicions of abuse or neglect of a camper to the attention of the Childcare Services Programmer
* Manage Sign In/Sign Out table when assigned.
* Communicate with parents when Childcare Services Programmer isn’t available.
* Participate in all games and activities when appropriate
* Be a positive role model for campers AND staff members.
* Any other duties assigned to staff members by the Childcare Services Programmer or Recreation Director that will better the overall recreation and leisure experience for not only the campers, but the community members of Buxton.
* *The above statements are intended to describe the general ratio and level of work being performed by people assigned to do this job. It is not intended to be an exhaustive list of responsibilities and duties required. This job description may be changed, at any time, at the sole discretion of the Town of Buxton to provide for the changing needs of the community.*