**Town of Buxton**

Buxton Recreation Department

Job Description- Childcare Coordinator

**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 Recreation Supervisor. 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 25-29 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.

**Senior Staff 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 Supervisor 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 Recreation Supervisor right away
* Help fill out the appropriate paperwork.
* Assign counselors tasks and responsibilities.
* Hold counselors accountable to the counselor job description.
* Assist Recreation Supervisor 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 Recreation Supervisor
* Bring any suspicions of abuse or neglect of a camper to the attention of the Recreation Supervisor
* Manage Sign In/Sign Out table when assigned.
* Communicate with parents when Recreation Supervisor 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 member by the Recreation Supervisor or Recreation Director that will better the overall recreation and leisure experience for not only the campers, but the community members of Buxton.