

Little Saints & Scholars Program Coordinator/Daily Building Assistant

Purpose Statement

The job of Little Saints & Scholars Coordinator was established for the purpose of supporting and accommodating the parents and students of OLM School with specific responsibility for the routine general administration of the program, personnel and activities. The Director will be able to uphold and model the teachings of the Catholic Church. This is a non-certified, hourly position. Salary is commensurate with experience.

Essential Duties

The essential duties for the Little Saints & Scholars School Program, include but are not limited to:

- To supervise site staff and/or volunteers.
- To ensure activities and site are safe for participants and staff.
- To determine appropriate staff ratios and communicate with staff to this end.
- To provide, organization, leading, and instructing individuals and groups in specified programs.
- To supervise and implement safe practices as it relates to participants, programs, and facilities.
- To maintain program areas by cleaning up after activities.
- To positively and successfully perform within work team dynamics.
- To issue, receive, maintain, and inventory recreation equipment and supplies.
- To maintain attendance, and activity records and make required reports.
- To enhance the program or activities via participant solicitation or feedback.
- To make recommendations to the Principal regarding program enhancement and any concerns regarding operations.
- Other duties as assigned by the Principal

Qualifications

Knowledge of:

- Specific program or activities that are age-appropriate for children in age from Pre-K 3 to 8th grade.
- Use of tools and supplies in the application of the program.
- Working with youth or adults with varying degrees of ability.
- General understanding of youth development and proper disciplinary actions.
- Education & practical training in sports, fitness, games, crafts, cooking, outdoor recreation and other recreational and cultural activities.

Ability to:

- Read, write, and understand English.
- Work effectively with people.
- Organize and plan various activities for students from the age of 3 to 14.
- Pass a pre-employment Triple I national background check.
- To deal in a courteous, knowledgeable & tactful manner with participants, parents, staff and the general public.

Experience & Training

1-2 years of experience working with children preferred
Previous experience in the leading or instruction of various ages and abilities preferred.

License, Certifications and Other Requirements

Possess current American Red Cross C.P.R. and 1st – aid certifications or be able to secure during the first six months of employment.

Physical Skills

While performing the duties of this position, the Director of the Program may be frequently required to sit, stand, reach, walk, run, manipulate objects tools or controls, and communicate. The position may require mobility and the occasional lifting. Manual dexterity and coordination may be required to operate such as but not limited to, art tools, play equipment, program equipment, and standard office equipment

ABILITY is required to schedule a number of activities. Flexibility is required to work with others in a variety of circumstances

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the School's delivery of services to the community

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 5% walking, and 45% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education Targeted job related education that meets organization's prerequisite requirements. None

Equivalency Specified

Required Testing

None Specified

Certificates & Licenses

CPR/First Aid Certificate

Continuing Educ. / Training

Maintain current Certificates

Clearances

Criminal Justice Fingerprint/Background Clearance