



OUT OF SCHOOL TIME COORDINATOR

EDUCATION DEPARTMENT

POSTING DATE: FEBRUARY 19, 2024

POSITION SUMMARY

The Out of School Time Coordinator, is responsible for supporting the Director of Education in the successful development, growth, and management of all out-of-school programs, exercising judgement, help and support including budget maintenance, policies, procedures and staff supervision. The Out of School Time Coordinator will assist with recruitment, training, and support of assigned staff and serve as liaison to committee(s) as needed. The OST Coordinator is prepared and able to fulfill needs as required in the absence of the Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Assist with the oversight, development, supervision of the daily operations of the after-school program and summer camp,
- Support implementation and management of day-to-day operations, including program promotion, growth and direct service delivery,
- Assist with program development and implementation,
- Communicate with parents on a daily basis through emails, monthly newsletter, parent boards regarding calendar and curriculum updates as well as any events or issues,
- Attend all meeting pertaining to summer camp programming,
- Plan summer camp trips,
- Be available to work all weeks of summer camp and school vacation weeks,
- Promote the Out-of-School- Time programs throughout the community by attending appropriate functions and meetings,
- Under the direction of the Director, support strategies to motivate staff and achieve goals, model professionalism and relationship-building skills in all interactions,
- Maintaining all licensing records for the after-school program and summer camp to meet State and Local licensing requirements as deemed appropriate,
- Input all new registrations and attendance into our database system,
- Maintain daily attendance and contact information for families,
- Assist with the monitoring of organization, appearance, and appropriateness of facility, (i.e., bulletin boards, classroom displays, learning materials, storage areas, etc.),
- Maintain adequate classroom supplies by monitoring materials and inform the Director when orders are necessary,
- Create and monitor curriculum implementation,
- Coordinate and work with all other programs to ensure consistency and communication among all families,
- Assist the Director, to ensure that registrations and related information is accurate, on file and updated as per State of Rhode Island Licensing requirements,
- Participate in required activities and events,
- Participate in workshops, trainings and seminars that will enhance professional growth, including involvement with quality teams as required,

- Maintains appropriate appearance, courteous demeanor, and positive professionalism when dealing with children, staff and parents,
- Perform other job-related duties as requested and necessary.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor's degree in education, or related field and/or equivalent experience.
- Demonstrated success in educational quality program development.
- Experience with assisting in curriculum implementation, classroom management and effective parental communication.
- Knowledge of state licensing accreditation requirements.
- Minimum of one-year supervision experience.
- Strong interpersonal skills and ability to communicate with all levels including staff, parents, and children. Outstanding communications skills, both written and verbal.
- Multilingual, preferred.
- Ability to problem solve and take initiative that adhere to the purpose, mission, and goals of the Dr. Martin Luther King, Jr. Community Center.
- Strong time management and organizational skills.
- Strong computer skills, software proficiency with Microsoft applications.
- CPR, First Aid and AED certifications is required.
- Must complete and pass background check, DCYF background check, and be willing to complete all immunization requirements that are mandated by the State of Rhode Island.
- Valid driver's license and reliable vehicle for transportation.
- Must be willing to obtain a Chauffeur's license to drive the organization's van.
- Be available for all weeks of the summer camp program.

Physical Demands and Work Environment

The physical demands and work environment described below 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 the job, the employee could; sit; use hands to manipulate, handle, or feel; talk or hear; reach with hands and arms; stand and walk; kneel, bend, squat or crawl. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Ability to lift up to 40 lbs. without assistance. In the work environment, the employee is regularly exposed to video display and regularly works indoor and outdoor in different weather conditions. Noise levels will vary throughout the day.

Job Type: Full Time, All Year.

Benefits/Perks:

- Health, Dental and Vision insurance
- Paid Time Off
- Simple IRA matching
- Life and AD & D Insurance

Submit cover letter/resume to: Dr. Martin Luther King Jr. Community Center 20 Dr. Marcus F. Wheatland Blvd., Newport, RI 02842 Education Director, Missy Davis –mdavis@mlkccenter.org