



United Methodist Community House

Job Title:	Site Coordinator, LOOP	Position Type:	FT 40, Non-exempt
Department/ Supervisor:	Director of Operations	Education Required:	Bachelor's Degree (BA) from a four-year college or university
Location:	904 Sheldon Ave. SE, Grand Rapids, MI 49507	Travel Required:	Minimal
Level/Salary Range:	Starting range: \$13.50 - \$16.75	Skills Required:	Microsoft Office, Email, Internet
Draft/Revision Date:	September 7, 2017	Skills Preferred:	Provided in body of description

General Summary

The Site Coordinator supervises the day-to-day operations of the after school site and for staff, children, and parents of the Loop program (Sept-July). This position requires face-to-face leadership in this program and may involve early morning and evening responsibilities.

Essential Functions include (but are not limited to):

- Assist with implementation of the LOOP program and activities
- Schedules LOOP program activities
- Provides weekly lesson plans to the Program Director
- Provides on-site supervision of the programs
- Leads and participates in games and activities
- Participates in the pool during activities
- Maintains adequate rosters for program and submits daily attendance, monthly calendar and reports.
- Manages the recruiting process to ensure proper 20% of school enrollment is registered for programming.
- Provide proper orientation for enrolling children/families to the programs
- Confers with parents regarding facility activities, policies, and enrollment procedures
- Confers with staff regarding child's behavioral or learning problems, and recommends methods of modifying inappropriate behavior and encouraging learning experiences
- Arranges medical attention for ill or injured child in accordance with parental instructions
- Performs classroom teaching duties during absence of LOOP academic teacher
- Ensures the safety of all Loop participants by enforcing safety standards and following emergency procedures
- Manages 2-10 program staff
- Carries out supervisory responsibilities in accordance with the Association's policies and applicable laws
- Audits timesheets
- Supports the Association in recruitment of diverse employees and volunteers
- Plans, assigns, and directs work; rewards and disciplines employees; addresses complaints and resolves problems
- Performs and other functions necessary for the smooth and efficient operation of the United Methodist Community House.

Knowledge's, Skills, And Abilities

- Ability to interact with people of all ethnic backgrounds, ages, and lifestyles
- Ability and desire to work with school age children
- Ability to react quickly in emergency situations
- Working knowledge of computers and experience with a variety of software applications

Qualifications:

- One to three years childcare, programming, or teaching related experience and/or training; or equivalent combination of education and experience
- Teaching Certificate or Child Development Certificate preferred
- Past supervision experience preferred

Additional requirements of the position:

- Teaching Certificate or Child Development Certificate preferred
- Negative T.B. skin test
- Documentation of physical exam
- Fingerprint/Criminal Background Check Clearance
- Department of Human Resource Child Abuse and Neglect Clearance
- Sex Offender Registry Clearance
- CPR/First Aid Certified preferred

Director Signature: :		Date:	
Employee Signature:		Date:	

The above statements are intended to describe the general nature and level of work being performed by the people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified, and may change at the discretion of the incumbent's manager/supervisor.