

CITY OF CARSON

City Council Reso. No. 18-XXX

Bargaining Unit: AFSCME

DRAFT as of 9/12/18

FLSA: Non- Exempt

KIDS CLUB COORDINATOR I (341)

Job Summary:

Under general direction of the Recreation and Human Services Program Manager, the Kids Club Coordinator I is responsible for providing year-round site supervision at multiple City recreational facilities that provide recreational and educational instruction for children between five and fourteen years of age. The Kids Club Coordinator is also responsible for ensuring compliance with all applicable State and local codes governing programs of this type. > **Added verbiage**

Essential Duties and Responsibilities:

(The functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments).

1. Plans, organizes, coordinates, and supervises the State-licensed afterschool “Kids Club” and Seasonal Day Camp programs offered at all City recreational facilities. > **Added verbiage**
2. Provides a safe and positive learning environment for school age children by ensuring compliance with all applicable State and local regulations, and by conducting routine inspections of each site. > **Added verbiage**
3. Develops strategies and prepares promotional materials to help increase enrollment in each participating facility.
4. Accesses program needs, including requisitioning materials, supplies, educational, recreational materials, and equipment in accordance with established guidelines.
5. Drafts correspondence and prepares reports on related program activities.
6. Oversees the collection of fees, prepares financial recordkeeping spreadsheets and forms, and reconciles all payments collected and remitted to the City Treasures office in accordance to the city of Carson’s “Cash Handling” policies and procedures.
7. Ensures that all programs provide age-appropriate activities in accordance with current State and local regulations and teaching techniques. > **Added verbiage**
8. Assists in the preparation and administration of program budgets; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget. Monitors budget on a regular basis submit expenditures for approval, as required. > **Includes verbiage from original job specs # 8**

9. Recruits seasonal, part-time and volunteer staff for “Kids Club” afterschool programs, seasonal day camps (winter/spring), and summer day camp programs.
10. Trains, evaluates, and provide annual goals and objectives for all part-time staff.
11. Works directly with assigned event coordinators that are responsible for special events related to the Kids Club/Day Camp program.
12. Provides information to and consults with City staff and parents.
13. Encourages parent participation in meeting goals and objectives through the use of motivational techniques and practices.
14. Attends meetings and training sessions relate to the program as required.
15. Maintains knowledge of current trends in child education and recreational techniques, and offers innovative approaches to providing childcare services. > **New essential duty and responsibility.**
16. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Bachelor’s degree in Childhood Development, Recreation or related field, with a minimum of 18 semester units in child development or a related field. Three semester units in administration or staff relations, and two (2) years of full-time, paid teaching experience in a licensed care center or comparable group childcare program is required. Experience and/or education in a related field may be substituted on a year for year basis. > **Added verbiage**

Knowledge of:

- Methods and techniques of developing and organizing school age educational or recreational programs and activities.
- Principles of supervision and training.
- Policies and procedures as related to State of California Title 22 requirements as associated to childcare center licensing regulations.
- Requirements of maintaining a safe, clean and orderly daycare facility.
- Current concepts and best practices as related to school aged day camp programs.
- Methods of observing, evaluating, and recording child behavior.
- City of Carson organizational, operations, policies and procedures.

- General recordkeeping practices.
- Basic budgeting practices and procedures.
- Basic purchasing practices.
- Personal computer software and hardware usage. > **New**
- Office practices and procedures.
- Applicable laws, codes, regulations, policies, and objectives.
- Community resources, needs and limitations.
- Program operations, policies, rules and related regulations.
- Interpersonal skills using tact, patience, and courtesy.

Skill and Ability to:

- Develop, plan, organize, evaluate and instruct classes for school aged children.
- Initiate specialized school aged educational and recreational activities. > **New**
- Develop the activities and operations of each assigned childcare center.
- Knowledge of how to apply the required first aid, CPR, and safety techniques and practices.
- Effectively communicate orally and in writing.
- Establish and maintain effective working relationships with other.
- Recruit, supervise, train and evaluate part-time personnel.
- Proactively identify and analyze potential problems and take effective corrective action.
- Maintain accurate records and prepare clear and concise reports.
- Utilize computer software programs including, but not limited to: RecPro, ACTIVE net, Word, Excel, Outlook, PowerPoint, Explorer, Legistar, and Tyler Munis Software. > **New**

License:

- Possession of a valid Class C Driver's License. Employee in this classification will be enrolled in the Department of Motor Vehicle (DMV) Government Employer Pull Notice Program, which confirms possession of a valid driver's license and reflects driving record.
- **EOC training and certification highly desirable. > New**

The following valid certificates are required at the time of application is submitted:

- Red Cross Standard Certificate in Child Care First Aid and child CPR.
- Children's Childcare Center Supervisory permit issued by the California Commission for Teacher Preparation and Licensing with the appropriate age level.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, stoop, reach and bend.

- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
 - Perform lifting, pushing, and/or pulling which does not exceed 50 pounds which is an infrequent aspect of the job.
 - Ability to direct part-time work group including the ability to provide counseling and mediation. > **New**
 - Ability to lead, persuades, and effectively train others. > **New**
 - Ability to interpret, instruct, advise, and direct the work force as it relates to City and department policies, procedures, standards and requirements. > **New**
 - Is subject to inside and outside environmental conditions.
 - Is required to use personal vehicle in the course of employment.
 - Is required to work evenings or weekends.
 - Operate personal computer and office-related machine equipment.
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FLSA: Non- Exempt

KIDS CLUB COORDINATOR II (343)

Job Summary:

Under general direction of the Recreation and Human Services Program Manager, the Kids Club Coordinator II is responsible for providing year-round site supervision at multiple City recreational facilities that provide recreational and educational instruction for children between five and fourteen years of age. The Kids Club Coordinator II is also responsible for ensuring compliance with all applicable State and local codes governing programs of this type. > **Added verbiage**

Essential Duties and Responsibilities:

(The functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments).

1. Plans, organizes, coordinates, and supervises the State-licensed afterschool “Kids Club” and Seasonal Day Camp programs offered at all City recreational facilities. > **Added verbiage**
2. Provides a safe and positive learning environment for school age children by ensuring compliance with all applicable State and local regulations, and by conducting routine inspections of each site. > **Added verbiage**
3. Develops strategies and prepares promotional materials to help increase enrollment in each participating facility.
4. Accesses program needs, including requisitioning materials, supplies, educational, recreational materials, and equipment in accordance with established guidelines.
5. Drafts correspondence and prepares reports on related program activities.
6. Oversees the collection of fees, prepares financial recordkeeping spreadsheets and forms, and reconciles all payments collected and remitted to the City Treasures office in accordance to the city of Carson’s “Cash Handling” policies and procedures.
7. Ensures that all programs provide age-appropriate activities in accordance with current State and local regulations and teaching techniques. > **Added verbiage**
8. Assists in the preparation and administration of program budgets; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget. Monitors budget on a regular basis submit expenditures for approval, as required. > **Includes verbiage from original job specs # 8**

9. Recruits seasonal, part-time and volunteer staff for “Kids Club” afterschool programs, seasonal day camps (winter/spring), and summer day camp programs.
 10. Trains, evaluates, and provide annual goals and objectives for all part-time staff.
 11. Works directly with assigned event coordinators that are responsible for special events related to the Kids Club/ Day Camp program.
 12. Provides information to and consults with City staff and parents.
 13. Encourages parent participation in meeting goals and objectives through the use of motivational techniques and practices.
 14. Attends meetings and training sessions relate to the program as required.
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15. Maintains knowledge of current trends in child education and recreational techniques, and offers innovative approaches to providing childcare services. > **New essential duty and responsibility.**
 16. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Bachelor’s degree in Childhood Development, Recreation or related field, with a minimum of 18 semester units in child development or a related field. Three semester units in administration or staff relations, and four (4) years of full-time, paid teaching experience in a licensed care center or comparable group childcare program is required. Experience and/or education in a related field may be substituted on a year for year basis. > **Added verbiage**

Knowledge of:

- Methods and techniques of developing and organizing school age educational or recreational programs and activities.
- Principles of supervision and training.
- Policies and procedures as related to State of California Title 22 requirements as associated to childcare center licensing regulations.
- Requirements of maintaining a safe, clean and orderly daycare facility.
- Current concepts and best practices as related to school aged day camp programs.
- Methods of observing, evaluating, and recording child behavior.

- City of Carson organizational, operations, policies and procedures.
- General recordkeeping practices.
- Basic budgeting practices and procedures.
- Basic purchasing practices.
- Personal computer software and hardware usage. > **New**
- Office practices and procedures.
- Applicable laws, codes, regulations, policies, and objectives.
- Community resources, needs and limitations.
- Program operations, policies, rules and related regulations.
- Interpersonal skills using tact, patience, and courtesy.

Skill and Ability to:

- Develop, plan, organize, evaluate and instruct classes for school aged children.
- Initiate specialized school aged educational and recreational activities. > **New**
- Develop the activities and operations of each assigned childcare center.
- Knowledge of how to apply the required first aid, CPR, and safety techniques and practices.
- Effectively communicate orally and in writing.
- Establish and maintain effective working relationships with other.
- Recruit, supervise, train and evaluate part-time personnel.
- Proactively identify and analyze potential problems and take effective corrective action.
- Maintain accurate records and prepare clear and concise reports.
- Utilize computer software programs including, but not limited to: RecPro, ACTIVE net, Word, Excel, Outlook, PowerPoint, Explorer, Legistar, and Tyler Munis Software. > **New**

License:

- Possession of a valid Class C Driver's License. Employee in this classification will be enrolled in the Department of Motor Vehicle (DMV) Government Employer Pull Notice Program, which confirms possession of a valid driver's license and reflects driving record.
- **EOC training and certification highly desirable. > New**

The following valid certificates are required at the time of application is submitted:

- Red Cross Standard Certificate in Child Care First Aid and child CPR.
- Children's Childcare Center Supervisory permit issued by the California Commission for Teacher Preparation and Licensing with the appropriate age level.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, stoop, reach and bend.

- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
 - Perform lifting, pushing, and/or pulling which does not exceed 50 pounds which is an infrequent aspect of the job.
 - Ability to direct part-time work group including the ability to provide counseling and mediation. > **New**
 - Ability to lead, persuades, and effectively train others. > **New**
 - Ability to interpret, instruct, advise, and direct the work force as it relates to City and department policies, procedures, standards and requirements. > **New**
 - Is subject to inside and outside environmental conditions.
 - Is required to use personal vehicle in the course of employment.
 - Is required to work evenings or weekends.
 - Operate personal computer and office-related machine equipment.
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