

## **LATCHKEY PROGRAM SITE COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists at school district elementary and middle schools and involves responsibility for planning, organizing, and supervising the activities of children in an after-school latchkey program funded under school and community partnership alcohol and drug prevention and education programs. The incumbent is responsible for coordination, delivery and supervision of structured play activities and basic academic remediation. The work is performed under the general supervision of the Project Director. Supervision is exercised over the work of subordinate volunteers and high school student teen mentors. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Makes assignments to subordinate child care personnel and reviews work in process and evaluated performance;

Aids in developing and updating curriculum suitable to children's needs;

Confers with parents to inform them of child status, accomplishments and problems while obtaining information regarding children's individual needs;

Directs activities of children in the program on a daily basis and formulates short and long range plans and schedules for play and remediation activities;

Keeps staff informed of health and behavioral problems of the children;

Keeps records of daily attendance, program activities and special projects and arranges for equipment used in the program;

Recommends the purchase of ongoing supplies and materials relating directing to program projects;

Assists Program Director in planning curriculum units;

Arranges for individual conference times with the parents;

Supervises and participates in group activities;

Guides children through exercise, nutrition routines, hygiene and mental health routines;

Aids children in activities designed to improve self-image and esteem, identify roles;

Guides children in "rap-sessions" about making choices, decision making relative to right choices to make;

Oversees the work of teen mentors who provide a leadership role to younger children for behavior modification;

Disseminates printed material concerning the program;

Conducts sessions concerning problems of alcohol and smoking habits;

Shows purchased audio-visuals for crisis intervention to small groups for behavior modification;

Assists in identifying children at risk and uses program goals and techniques to provide structured play or basic remediation.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of young child development and behavior principles and practices; good knowledge of the principles of effective day care; good knowledge of methods, materials, and equipment used in a day care program; ability to assist in planning and organizing day care programs; ability to supervise the work of subordinate staff; ability to establish and maintain good working relationships with children and others; ability to arrange in-service training programs for volunteer and paid staff; ability to prepare program records and reports.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of a high school equivalency diploma **AND** one (1) year of experience working with children in a school child care program, or children's recreational program; **OR**
- (B) Two (2) years of experience working with children in a school, child care program or children's recreational program; **OR**
- (C) An equivalent combination of experience and training as defined by the limits of (A) and (B) above.