



## **CITY OF MT. PLEASANT PEAK Program Site Coordinator**

### **General Summary:**

Under the general direction and supervision of the PEAK Program Coordinator, this part-time position is responsible for the planning, organization, implementation, and evaluating the PEAK summer and after school programs at the assigned site. Responsibilities include coordination and consultation with the PEAK Program Coordinator in the development and implementation of academic, enrichment, and recreational activities at the site, while creating a safe and positive environment for participants, staff, and volunteers. Assist in interfacing school day curriculum into after school and summer camp activities, direct site staff to carry out program objectives in a positive, timely, and creative manner. Responsible for protecting and preserving the assets of the City of Mt. Pleasant and Mt. Pleasant Public Schools.

### **Typical Duties:** (By illustration and not limitation)

- Responsible for proper supervision of student participants to create a safe and positive environment. Monitors, documents, and reports student disciplinary issues.
- Coordinates the inventory, use, storage, and maintenance of PEAK supplies and equipment.
- Understands and implements administrative procedures and attends staff meetings.
- Responsible for monitoring, documenting, and reporting enrollment, attendance, activity levels, programming, and disciplinary issues in consultation with the PEAK Program Coordinator.
- In cooperation with the PEAK Program Coordinator and other Site Coordinators, is responsible for the planning, organization, implementation, and supervision of activities at the assigned site. Consults weekly with the PEAK Program Coordinator on all programming.
- Initiate and develop new programs, including but not limited to sports, recreation, music, drama, etc. Make recommendations to the PEAK Program Coordinator on policies, procedures, and goals for programs and identifies areas of special needs or new programming.
- Participate in site staff hiring and is responsible for orientation, evaluation, and disciplinary issues in direct consultation with the PEAK Program Coordinator. Follows hiring practices and procedures of the City's Human Resources Department. Responsible for the bi-weekly payroll time sheet collection at the assigned site.
- Supervises and evaluates employees at the assigned site and works cooperatively and effectively with all team members.
- Oversees the proper collection of fees, charges, and accounts for all funds generated at the assigned site.
- Participate in the development and distribution of program brochures, flyers, news/press releases, and promotes public relations policies of the program. Works cooperatively with

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- other Site Coordinators and other recreation staff for advertising needs.
- Perform other duties as requested.

### **Minimum Requirements:**

- Bachelor's degree or higher in early childhood education, child development, or recreation preferred. Four (4) years of successful college course work preferred with a major in Recreation, Education or related human service field or two (2) years of formal education and two (2) year's experience working with children in a program or camp setting.
- Experience in program staff supervision preferably in a day camp or related setting preferred.
- First aid and CPR certification preferred.
- Ability to understand, follow, and give oral and written instructions; address parent, child, and staff issues.
- Ability to maintain positive working relationships with the program participants, parents, other employees, and the public.
- Ability to direct, coach, and take corrective action with site staff in accordance with the PEAK policies to accomplish desired results.

The physical and mental demands described here 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 is regularly required to talk and hear. The employee frequently is required to sit; use hands to feel or handle; and reach with hands and arms. The employee is required to stand, walk, and transport self to and from meetings. The employee is occasionally required to climb or balance, stoop or kneel, crouch or crawl; taste or smell. \*The employee is required to occasionally lift, restrain and /or move a person or object weighing a maximum of 50 pounds. Specific vision abilities required by this job include close vision, distance, and color vision, peripheral, depth perception, and ability to adjust focus. Must be able to analyze, reason, supervise, comprehend, evaluate, organize, effectively communicate, and handle the mental stress associated with the demands of the position. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

\*Non-essential function

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