

Title: **kidsLINK Afterschool Program Coordinator**

Reports to: Site Principal or Assistant Principal

Status: Hourly – After School
Part time – 20 - 25 hours per week.

Essential Job Duties

- Communicate regularly with parents, and plan family events each year.
- Effectively liaison with enrichment partner agencies.
- Communicate with school day staff, as necessary, to support students' success.
- Organize and supervise a schedule of activities and snacks for participants; prepare a monthly calendar to go home with all students before the new month begins.
- Maintain a stimulating, cheerful, safe and nurturing environment, from a perspective of Social Emotional Learning (SEL) for students and staff, which provides enrichment activities that support students' mental well-being and academics (including STEM).
- Implement District behavior expectations.
- Maintain attendance records in Procure software system.
 - a. (For 21 CCLC sites only: Saddle Peak, Irving, Hyalite, Whittier): Oversee maintenance of attendance records in CAYEN AS 21 - 21st CCLC data base, and send data to OPI by the first Thursday of the month.
- Promote the After-school Program at appropriate community organizations and businesses.
- Facilitate the hiring of aides, substitutes and volunteers.
- Train and oversee afterschool staff as needed.
- Solicit volunteers to help with activities and events.
- Assure proper care, cleaning and maintenance of facilities being used.
- Meet periodically with the United Way kidsLINK Program Coordinator to evaluate program and make recommendations and changes as determined.
- Attend Community of Practice and other Professional Development trainings offered by GGUW kidsLINK.
- (For 21 CCLC sites only): Attend 2 regional and 1 state OPI trainings each year.
- Ensure COVID-19 protocols are strictly followed as put forth by District

Other responsibilities may be added and/or changed as District and Program needs evolve.

Knowledge Skills Abilities

- Knowledge of safety practices and procedures.
- Knowledge to analyze situations to define issues and draw conclusions.
- Ability to understand and carry out oral and written instructions.
- Ability to read, write and speak English fluently.
- Ability to be flexible to work with others in a wide variety of circumstances.
- Ability to work with a diversity of students, individuals and/or groups and utilize specific, job-related equipment.
- Ability to problem solve to analyze issue.
- Ability to establish and maintain effective working relationships with students, the public, and staff members.
- Ability to maintain cooperative working relationships with those contacted in the course of work.
- Ability to manage time and responsibilities, adapt to changing work priorities, communicate with diverse groups, maintaining confidentiality, meet deadlines and schedules.
- Ability to set priorities, work as part of a team and work with/manage frequent interruptions.
- Ability to maintain confidentiality of student matters.
- Ability to communicate effectively (with clarity and compassion) with students, parents, and staff.
- Ability to perform duties with awareness of all District requirements and Board policies.
- Ability to schedule activities, meetings, and/or events, gather, collate, and/or classify data.
- Skill in adhering to safety practices.
- Skill in preparing and maintaining accurate records and using pertinent software applications (as required).

Required Qualifications

- Any combination of training, education and experience equivalent to graduation from high school.
- Successful experience in a similar role performing similar duties and responsibilities.
- Successful experience working as a team leader or Supervisor.



Preferred Qualifications

- Successful experience working with elementary school students.
- Experience with data software helpful.
- Experience with program curriculum and planning
- Enthusiastic willingness to learn new ways of being with students, families and staff

Tools and Equipment

- Computer, calculator, copier, telephone/voice mail, fax

Necessary special requirements:

- Montana Driver's license or the ability to obtain license within three months of hire date.

Physical and Mental Demands and Work Hazards

- Performs routine work.
- Regularly works inside with minimal temperature variations.
- Ability to meet deadlines with time constraints.
- The noise level in the work environment is usually quiet to moderate.
- Regularly required to sit, walk and stand.
- Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.
- Carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Frequently involved in social interactions, which require oral and written communications and ability to hear conversations in quiet to moderate environments.
- May be required to lift or carry up to 20 pounds on an infrequent basis with or without an accommodation.
- Guidance and reinforcement are usually unavailable.
- The employee frequently works within time constraints and must maintain attentiveness intensity.
- Exercises flexibility and the ability to shift from one task to another.
- Occasional travel/mobility between schools, or between schools and the Administration office, may be required.
- Effective hearing and speech abilities.
- Work area is generally a hazard free environment.

Greater Gallatin United Way
kidsLINK Program



The duties, physical demands, work-environment characteristics, and mental/motor demands described within this vacancy announcement are representative of those that must be met by an employee to successfully perform the essential functions of this job with compliance with the American with Disabilities Act Amendment Act (ADAAA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.