

CHILD CARE COORDINATOR**DEFINITION:**

Under the direction of the Child Care Supervisor, plan, organize, implement, promote and supervise a variety of child care programs; perform a variety of technical tasks related to assigned area of responsibility; and participate in the recruitment and training of staff to conduct these activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the management, administration, organization and supervision of a variety of child care programs, activities and special events.
- Responsible for recruitment, hiring and training of part-time personnel.
- Interface with school site personnel and staff.
- Assign, supervise and review the work of staff.
- Participate in the preparation and administration of the budget and monitor program expenditures and revenues.
- Prepare necessary reports and correspondence including statistical reports, memoranda and evaluations.
- As needed, participate in departmental management meetings and maintain records.
- Evaluate methods and techniques used by staff and volunteers.
- Research and prepare proposals for new programs.
- Evaluate child care program environment and structure.
- Assist with supervision of off-site excursions as needed.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Development, organization, implementation and evaluation of child care programs, activities and special events; rules of various sports and games commonly offered in child care programs; program budgeting methods and procedures; principles of budget preparation and control; recruitment strategies; principles of supervision; training and motivation techniques used for job improvement; first aid and safety; computer experience with personal computers preferred.

Ability to:

Plan, organize and manage child care programs, activities and special events; supervise, organize and review the work of staff and volunteers; communicate effectively with the public and school site personnel; keep and maintain necessary records; interview, hire and train staff; prepare concise, clear reports, both orally and in writing; plan, recommend and administer program operating budget; interpret and apply District policies and procedures.

Experience:

Two years of full-time responsible professional program experience in a major program area.

Education:

A.A. degree or completion of 60 college units with major coursework in Human Development, Education, Recreation, Physical Education or related field. Specific and substantial experience (in addition to the two years experience required) may be substituted for the required education on a year for year basis.

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of program supplies and other work related materials occasionally involved. Weight of materials will

vary, but generally be of less than thirty pounds.

Licenses:

Possession of a valid California driver's license, if required. Possession of current First Aid and CPR cards preferred.

Board Approved: January 17, 2006
Revised and Approved: February 14, 2012