

Child Care Program Coordinator Tompkins County

Department: Lansing and Newfield School Districts
Classification: Competitive
Approved: 8/2006 by AF
Revised: 6/11; 12/13; 01/17; 11/22
By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. An Associate's Degree and 1 year experience directing or working with an approved preschool and/or school-age childcare programs.
2. Completion of a high school diploma or equivalency diploma and 2 years' experience directing or working with an approved preschool and/or school-age childcare programs.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is a community-service position involving responsibility for overseeing the Primary Project, afterschool child care program and Pre-K thru K Summer Camp, which includes recruiting, scheduling and supervising staff, planning and conducting activities, overseeing accounts payable and receivable, and coordinating all functions of the programs. The work is performed under the general supervision of the District with considerable leeway allowed for the exercise of independent judgment in carrying out the work. Supervision will be exercised over the work of subordinate employees and volunteers as necessary. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Plans and carries out a program to recruit, select, train, and schedule staff for all programs listed above.

Conducts programs of the District, which may include but not limited to: classroom visits, one on one and student group-based interactions, dramatics, recreation activities, and special events;

Develops rules and procedures for staff involved in the District programs;

Addresses groups and organizes community interest and participation in District activities;

Assists in the evaluation the performance of staff;

Assists parents in finding local sources of needed information and services;

Instructs children in games, sports, arts and crafts, dancing, singing, dramatics, and other activities;

Supervises the conduct of children's games;

Supervises staff and volunteers;

Schedules and coordinates preparation for special events;

Maintains records of attendance, activities, and equipment;

Maintains records, collects payments, invoices parents, and prepares reports as needed;

Prepares and presents oral and written reports for the Superintendent or Board of Education as requested

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the structure and operation of community-based service groups;

Working knowledge of community organization techniques; Ability to recruit, select, and train staff;

Ability to plan and direct programs and budgets in a fiscally responsible manner to ensure optimum use of community services;

Ability to establish and maintain effective working relationships with others;

Ability to relate freely with children;

Ability to maintain records and prepare oral and written reports as needed;

Emotional maturity;

Good judgment;

Desire to work with children;

The employee's physical condition shall be commensurate with the demands of the position.

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