

Drop-In Center Coordinator Tompkins County

Department: Town of Lansing
Classification: Non-competitive
Labor Grade: 0
Approved: 6
Revised: 2/17/1984; 10/7993
By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS: No later than the final filing date announced the applicant must demonstrate

- (a) Completion of high school or possession of a high school equivalency diploma

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 a community drop-in center for preschool children, which includes recruiting and scheduling volunteer staff, planning and conducting center activities, and coordinating all center functions. The work is performed under the general supervision of the Director of Recreation with considerable leeway allowed for the exercise of independent judgment in carrying out the work. The incumbent will perform all related work as required.

TYPICAL WORK ACTIVITIES:

Plans and carries out a program to recruit, select, train, and schedule volunteers for drop-in center;

Conducts programs of the drop-in center, which may include story telling sessions, dramatics, recreation activities, and special events;

Develops rules and procedures for volunteers involved in drop-in center program;

Addresses groups from which volunteers may be obtained and organizes community interest and participation in center activities;

Evaluates the performance of volunteers;

Assists mothers 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;

Schedules and coordinates preparation for special events;

Maintains records of attendance, activities, and equipment;

Maintains records and prepares reports on volunteer activities;

Prepares and presents oral and written reports for the Director of Recreation, Town Recreation Commission, or Town Board.

FULL PERFORMANCE 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 volunteers;

Ability to plan and direct programs in such a way as to ensure optimum use of volunteers' 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;

Emotional maturity;

Good judgment;

Desire to work with children;

The employee's physical and mental condition shall be commensurate with the demands of the position, with or without reasonable accommodation.

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