

Extended Day coordinator | Baylor Summer Camp

Requirements: JOB REQUIREMENTS

- College major in early childhood or elementary education
- Bachelor's Degree in early childhood or elementary education, preferred
- Two (2) years experience in childcare or classroom management, preferred
- CPR training, First Aid Training, preferred
- Computer literacy; proficient with Microsoft Office (Word, Excel, PowerPoint)
- Requires background check prior to start date.

External Description: JOB PURPOSE

Responsible for overseeing the maintenance of an orderly, safe and pleasant atmosphere in the classroom, outside activities, and in other designated locations by helping and supervising staff, students, and campers during authorized after care programs within the Baylor Summer Day Camp program

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees Day-to-Day Operations of Extended Day Program (11:00 am – 6:00 pm)
- Monitors staff and campers.
- Oversees proper camper check-in and dismissal procedures for extended day and aftercare camp sessions.
- Observes who enters and leaves child care area.
- Oversees and/or passes out snacks.
- Oversees and /or plays with students on playground.
- Ensures Proper Infrastructure of aftercare Program
- Organizes and plans for age specific craft/entertainment programs.
- Purchases crafts and snacks.
- Submits reports and maintain records.
- ****MAY PERFORM OTHER DUTIES AS ASSIGNED****

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SKILLS AND KNOWLEDGE

- Possesses strong supervisory skills. Demonstrates the ability to lead people and get results through others.
- Has the ability to consistently be at work, to arrive on time, to follow instructions, to respond to management direction and solicit feedback to improve performance.
- Establishes excellent interpersonal skills between all constituents: being courteous, professional, and helpful; demonstrates high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy.
- Is proactive and takes initiative. Thinks creatively. Drives projects to completion. Insists on highest level of quality.
- Works and interacts with staff and relates to individuals at all levels of the organization
- Looks for ways to improve and promote quality. Demonstrates accuracy and thoroughness. Strives to implement best practices.
- Has the ability to be courteous and professional when dealing with parents, children and other co-workers.

PHYSICAL DEMANDS

- Frequent reaching and stretching to pass out snacks.
- Frequent bending and flexing of arms and legs to play active games with children.