

Browning Public Schools
JOB DESCRIPTION
Effective: ~~September, 12, 2017~~October 28, 2025

After School Activities Coordinator

Summary of Functions

Under general supervision, plans, organizes and oversees after-school recreational activities ~~of the Ee Kah Kii Maht-Afterschool Program.~~ Also supports the BPS Athletics/Student Activities Department through student activities and concessions.

Essential Duties and Responsibilities:

General

- 1) Activities – Schedules, organizes and administers a series of regularly scheduled, ongoing intramural athletics, activities utilizing school playgrounds, gymnasiums, and other recreational facilities during non-school hours.
- 2) Special Programs – Develops and conducts special programs to meet the needs of individuals or groups with disabilities, impairments, or who require assistance to participate in the Program.
- 3) Administration – Assists supervisor in managing recreational activities of the including selection and hiring of staff, training staff, and supervising staff, obtaining chaperones, compiling information, preparing building use requests and preparing and presenting reports
- 4) Students – Encourages and recruits student peer leaders to participate and assist in recreational activities of the Program. Provides supervision of students engaged in afterschool activities and events and ensures that all such activities are carried out in a safe and orderly manner.
- 5) Equipment – In conjunction with supervisor, coordinates the purchase of supplies and equipment for afterschool activities. Coordinates with school sports programs and community services to utilize surplus or available equipment. Maintains an equipment inventory and provides control to secure equipment and supplies against theft, loss or damage. Determines that equipment is safe for its intended use.
- 6) Training – Instructs assistants in conducting afterschool events, in the use of equipment, and monitors their activities to ~~insure~~ensure that the work is properly performed. Works closely with the District Student Activities Department to leverage community resources. Attends and participates in training as assigned. Must obtain First Aid/CPR certification at the first date offered by the district following hiring unless previously qualified.
- 7) Technical Support – Provides technical advice and assistance to other school programs or departments.
- 8) Other – Performs ~~such~~ other functions and assumes ~~such~~ other responsibilities as the supervisor may from time to time assign or delegate.
- 9) Prepares food, operates concessions, sells product, and closes concessions as

needed.

10) Responsible for ordering, stocking, and properly storing inventory for concessions, student activities and/or athletics.

11) District/School clubs – coordinates schedules, activities, and communication with advisors.

12) Assigns and schedules clubs to work concessions for fundraising opportunities.

8)13) Assists with administrative tasks related to the Athletic/Student Activities Department.

Scope

- Afterschool, weekend and school vacation activities.
- Intramural Athletic Activities: Plans and conducts activities, such as: basketball tournaments, flag football tournaments, soccer tournaments, baseball tournaments, track and field tournaments, etc., after school and on weekends.
- Host Drug and Alcohol-Free Resistance social events.
- Leadership programs planned in conjunction with Elementary, Middle School and High School Students.
- Host large intramural sporting events Monday – Thursday during after school hours.
- Data collection and reporting.
- Assist with New Year's Eve activities, Lights On Afterschool, After Prom, and other activities as assigned.

Organizational Relationships

Supervised by and reports to the Director of Student Activities. May oversee district employees assigned to the Program, student volunteers and chaperones.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- High school diploma or GED
- Valid Montana driver's license and good driving record
- Knowledge of and experience in operating and maintaining recreational equipment
- Knowledge of a variety of after school activities and club participation
- Good communication, problem solving and organizational skills
- Ability to handle details in a timely and accurate manner
- Willingness to work a flexible schedule: outside of normal school hours, during school breaks, and up to three (3) weekends per month on a rotating basis
- Ability to work with others and without close supervision

- Physical ability to stand for prolonged periods, walk long distances, stoop, bend and twist frequently, climb ladders, work at heights; reach above shoulder height, exert up to 60 pounds of force to lift, carry, push, pull or otherwise move objects, and work outdoors during all types of weather
- Good work habits

Desirable Qualifications – Previous successful experience in after school activities and/or outdoor education activities.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

