

WEM School Age Care Coordinator

Beginning June 1, 2020

Position: School Age Coordinator

Salary: 2020-21 - \$15.00 per Hour

2021-22 - \$15.75 per Hour

2022-23 - \$16.46 per Hour

Hours of Employment: 12 Months; 40 Hrs. per week.

Holidays: 10 Days

Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve Day, Christmas Day, New Year's Day, Memorial Day, , and two (2) floating Holidays.

Personal Days: 3 Days, non-cumulative and deducted from sick days.

Vacation Days: 10 Days

Bereavement: Days are deducted from sick days.

Sick Leave: Accrue 1.25 days per month up to a maximum of 90 days carry over.

Health Insurance: \$1620 dollars will be contributed to health insurance premiums to be put towards single or family coverage. If health insurance is not taken, the contribution will be forfeited.

Job Description WEM School Age Childcare Coordinator.

Position Description: Provide all planning for the program in accordance with program guidelines and protocols established by the community education Director. Facilitate a stimulating and developmentally appropriate environment for school age children using the program. Responsible for all communication between parents, children and program staff.

Supervisor Community Education Director

Job Description

1. Supervision, scheduling and evaluation of aides and coaching them through their daily duties.
2. Organization of daily schedule of activities for AM/PM, Late Start, etc. Examples include but not limited to: snacks, games, craft activities calendars.
3. Communication with parents regarding program. Examples include but not limited to: schedule changes, expectations and problems.
4. Creation of documents necessary to effectively run program. Examples include but not limited to: newsletter, billing forms and signage.
5. Conduct customer billing and employee payroll 2 times per month.
6. Purchase supplies, within guidelines of budget.
7. Develop program protocols which aid in creating a culture of safety and learning. Examples include but not limited to: hallway behaviors, addressing staff members, playing outside, use of computers.

Additional duties as required:

1. Direct Supervision of Children.
2. Support and participate in activities planned during program hours.