

Bright Futures for Youth

Position Title: Summer Site Coordinator
Pay: \$22.00/hour
Hours: 8 (9:30am to 6:15pm, 45-minute unpaid lunch)
Length of Employment: June 7 – August 2 (No work July 4 or 5) *Hours available in April-June for planning*
This is a temporary, seasonal position
Location: Deer Creek Elementary School, Nevada City
Reports To: Summer Program Director

Primary Purpose

- To successfully assist in designing, developing, and managing summer program components that lead to positive outcomes for the participating youth and their families.
- To develop and maintain a safe, supportive learning environment in which youth thrive.
- To supervise staff and volunteers
- To actively participate in staff development workshops that are designed to contribute to personal and professional growth.

Major Responsibilities and Duties

- Ability to attend all mandatory pre-camp trainings and meetings
- Coordinate all activities and meet all needs of the program.
- Coordinate with food services to provide daily meals to students and ensure that accurate counts are given to avoid wasted food.
- Work with program director on recruitment efforts and activity planning.
- Meet with youth, staff, and parents as necessary to communicate student needs.
- Facilitate strategies for student interventions and determine best course of action.
- Assist with instructing and supervising students.
- Assist program director in planning and conducting parent meetings
- Assist in the recruitment of staff and volunteers
- Assist the director in creating weekly attendance sheets and entering data into predesignated database
- Assist director in collecting and keeping track of payments
- Ensure all SNCS families have forms on site, and that their attendance sheets are being signed correctly. Assist director in getting end of month signatures for reimbursement
- Accompany youth and staff on field trips
- Schedule staff and volunteers for the purpose of conforming with legally required adult/youth ratios.
- Plan and conduct weekly staff meetings in partnership with the director
- Assist in budget monitoring and purchasing of needed supplies and equipment.
- Ensure that team members share the same vision and goals.
- Assist in evaluating staff performance and make recommendations for hiring discipline and termination.
- Assist in providing resources and tools for all team members.
- Maintain all site supplies.

- Ensure that students are well-behaved and implement discipline policy when necessary.
- Maintain the safety of site and students.
- Perform routine first aid and seek assistance for serious illness/injury.
- Assist director in the design, facilitation, and compiling of teacher, student, and parent surveys.
- Assist in effectively managing site operations, including timely completion and submittal of reports.
- Perform related duties as assigned.

Supervisory Responsibilities

- Supervise and facilitate evaluation of assistants/volunteers

Requirements:

Minimum Education/Certification

- AA degree or equivalent, with course work in child development or related area and/or paid or volunteer experience with students

Special Knowledge/Skills

- **Ability to work the full camp schedule. No time off requests will be granted to ensure proper youth to adult ratios.**
- Basic concepts of child development and atypical child behavior characteristics
- Appropriate human relations and student needs
- Knowledge of Trauma Informed Care, ACEs, and restorative justice practices
- Knowledge of Positive Youth Development
- Knowledge of family importance and the belief that parents are partners in their children's activities
- Proper English usage, spelling, grammar and arithmetical concepts
- Routine filing, computer skills and record keeping procedures.

Minimum Experience

- Two (2) years or more in an out-of-school time program, summer program, youth recreation program, etc.
- Previous experience as supervisor, lead staff, or director

Working Conditions

Environment:

- Indoor and outdoor environment
- May be exposed to extreme weather conditions, including long periods in the sun
- Work on a variety of surfaces: carpet, tile, grass and asphalt, wet, slippery, or hot
- Moderate noise levels in a variety of settings

Physical Requirements:

This position requires one to be physically active at a moderate to extreme level for extended period each day. While performing the duties of this job, the person in this position is:

- **Frequently required** to walk and stand for extended periods of time; bend, stoop, kneel and reach in all directions; abilities to swim; possess manual/finger dexterity to operate equipment, and handle and work with various materials and objects; hear and understand speech at normal levels; communicate so that others can clearly understand normal conversations; see for the purpose of observing students
- **Regularly required to** exert 20 to 50 pounds of force frequently to lift, carry, pushy, pull or otherwise move an object