



SCHOOL AGE SPECIALIST

Position:	School Age Specialist
Department:	Children's Programs
Reports to:	Recreation Supervisor-Children's Programs
Location:	Various locations throughout the District
Status:	Full-Time
Hourly Wage:	\$18.00-\$21.25

Nature of Work

Under the direction of the Recreation Supervisor-Children's Programs, the School Age Specialist is responsible for planning, developing and administering the District Before and After School, and camp activities. Additionally, this position is responsible for patron enrollment, budget preparation, and staff supervision within programs.

Essential Functions

- Manages and coordinates patron enrollment and registration, including but not limited to billing and collection of registration fees
- Develops, plans, and assists with the Children's Program Budget
- Assists Children's Program Supervisor to demonstrate compliance with applicable laws and regulations including but not limited to Colorado State Child Care and School Age Rules and Regulations
- Responsible for daily operations of Before and After School Program while also implementing age appropriate activities for patrons
- Engages and assists in the planning of recreational and educational activities that provide children with opportunities to learn and develop skills
- Responsible for hiring, supervising and training of staff within designated program
- Coaches, mentors and directs staff to meet the goals of the program and department
- Participates in all required district trainings
- Administers performance evaluations and helps set professional goals and objectives for staff
- Markets and promotes programs positively (i.e. attends community events, school outreach)
- Schedules staff to work so that the required ratio is met, and certified drivers are available as needed.
- Develops and maintains program calendars and provides information for parents accordingly
- Prepare and monitors monthly registration sheets and daily rosters
- Ensures children's records are secured per state regulations
- Maintains administration medications certification in order to administer medications to participants as necessary
- Effectively communicate with parents as needed and provides parent orientations
- Assists with and schedules special events
- Works with EPRD supervisors to coordinate activities at district facilities including WRC, BPRC, and Lake House
- Responsible for all areas of providing a quality child care program
- Acts as a counselor when necessary, must be physically in program 60% of the time.
- Drives for the programs as necessary. (CDL required within 6 months of hire)
- Works with Children's Programs team to find substitutes for counselors when needed.
- Arranges for monthly emergency drills for child care
- Possesses a comprehensive and concise knowledge of Evergreen Park & Recreation District's (EPRD)



policies and procedures

- Acts and serves as a liaison between parents and applicable members of assigned staff.
- Must possess a highly defined focus toward both internal and external customer service.
- Oversight of daily operations of programs
- Communicates in a professional manner with school personnel, parents, participants, and staff.
- Other duties as assigned

Management & Supervisory Duties

- Schedule, attend, and assist in facilitations of meetings and trainings.
- Conduct one-on-one meetings with staff as necessary.
- Implement all licensing policies and procedures.
- Hire, train, assist, develop, discipline, and dismiss (if necessary).
- Daily supervision of all assigned employees.
- Implement all EPRD policies and procedures in a timely manner.

Illustrative Examples of Duties

- Prepare long range, viable plans for assigned area of functional responsibility and needs assessment for the functional areas of responsibility.
- Implement Risk Management plans, allowing for a safe environment for employees and participants.
- Evaluates programs to effectively meet community needs and to ensure maximum utilization of staff, resources, and equipment.
- Update and oversee calendars as related to various groups.
- Remain in contact with participants' parents in order to promote positive community relationships.
- Serve as counselor during the program - as needed.
- Substitute as counselor and/or driver in the event of employee absence as related to the functional areas of responsibility.
- Provide essential preparatory training to staff for state licensing regulations.

Skills

- Fundamental management, administration, budgeting, purchasing, personnel, and financial skills necessary to effectively manage applicable programs.
- Excellent problem solving skills.
- Organization and leadership skills.
- Customer service skills.
- Excellent verbal and written communication skills.
- Must be willing to interact on a regular basis with the community and parents of program participants.
- Must possess conflict resolution skill as applied to issues regarding and relating to children and youth.
- Must be highly motivated, organized, and creative.

Knowledge

- Knowledge of the needs and abilities of children and youth.
- Familiarity with Macintosh terminal and MS Office Suite
- Thorough knowledge of modern principles, methods, practices, and equipment relating to the functional areas of responsibility.
- Thorough knowledge of federal, state, and local laws, regulations, and standards relating to the functional areas of responsibility.
- Thorough knowledge of budgeting practices, methods, and procedures.
- Thorough knowledge of district amenities, including pool and lake house.



- Thorough knowledge of issues relating to and pertaining to children and youth.

Abilities

- Ability to plan, direct, supervise, and evaluate programs, assess overall district effectiveness in exercising its mission.
- Ability to learn and navigate Active Net and other District Software effectively
- Ability to communicate effectively, both verbally and in writing, to a variety of audiences, including the district as a whole.
- Ability to input, obtain output, analyze, and interpret data using computers and any applicable software.
- Ability to prepare clear, concise reports, studies, and statistics.
- Ability to establish and follow priorities.
- Ability to plan, organize, prioritize, coordinate, assign, and evaluate the work of subordinate personnel.
- Ability to establish and maintain effective working relationships with other employees, civic organizations, community agencies, parents, and the general public.

Required Training, Experience & Qualifications

- Must possess verifiable education or training in work with school-aged children in such areas as recreation, education, scouting, FEMA, Immunization Intake, 4-H; and must have completed at least one of the following qualifications:
 - A four (4) year bachelor's degree from an accredited university in the field of Recreation, Education with a specialty in Art, Elementary or Early Childhood education, or a subject in the Human Service field.
 - Two (2) years or college training and six (6) months of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience, since attaining the age of 18, in the care and supervision of 4 or more children.
 - Three (3) years of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience, since attaining the age of 18, in the care and supervision of 4 or more children.
- Must possess Universal Precaution, First Aid, Medical Administration, CPR and AED Certifications.
- Must complete six semester hours, nine quarter hours in course work from a regionally accredited college or university, or forty clock hours of training in course work applicable to school-age children within the first nine months of employment
 - Commercial Driver's License with passenger endorsement (COL) is required within 6 months of hire.
 - Complete state licensing requirements and annual training.
 - Medical records which verify employee is free from emotional, mental or physical illness and free from evidence of personal conduct detrimental to the health, safety or well-being of children and youth, self or the District.

*Please note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this job.

The Evergreen Park & Recreation District is an equal opportunity employer.

EPRD does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

