



Salt Lake County Job Description
Afterschool Program Coordinator

DEPARTMENT: Human Services
JOB CODE: 764 **GRADE:** 013
SALARY PLAN: GEN
SAFETY SENSITIVE: No

DIVISION: Youth Services/2100
FLSA STATUS: Non-Exempt
EFFECTIVE DATE: 10/15/2012

JOB SUMMARY

Manage an afterschool program by developing curriculum, collaborating with the host school, and creating partnerships with community agencies. Supervise and train program staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Education, Recreation, Physical Education, Sports Science, or other closely related field, plus two (2) years of related experience, of which one (1) year must have been supervisory or administrative; OR an equivalent combination of related education and experience.

Due to the nature of this position, the successful applicant must pass a required yearly background check.

A valid Driver's License issued by the State of Utah may be required to operate a vehicle.

Must have the ability to travel to and from Youth Services facilities.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Creates the structure of the afterschool program based on state standards.
- Develops curriculum, activities, clubs, and events that align with the school's core subjects.
- Participates in hiring and training emergency at-will Youth Workers.
- Supervises program staff, which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisals, and discipline.
- Holds regular staff meetings.
- Creates and maintains collaborative partnerships with community organizations.
- Works closely with host school administration; attends faculty and team meetings.
- Participates in activities as requested by school administration and the division.
- Schedules and monitors classes and activities taught by independent contractors and teachers.

- Coordinates with host school to compile weekly, monthly, and annual statistics and records.
- Evaluates afterschool program and events to ensure effectiveness.
- Monitors assigned programs expenditures and makes adjustments as necessary.
- Recommends and makes needed purchases.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Curriculum planning and development
- Community outreach practices
- Marketing principles and practices Positive behavior support principles

Skills and Abilities to:

- Interact and supervise at-risk youth of all ages, cultures, and socioeconomic backgrounds
- Manage and supervise staff and instructors
- Lead and communicate with diverse groups of all sizes
- Follow written procedures and instructions
- Communicate effectively both verbally and in writing
- Work with a multi-disciplinary team and community partners
- Perform public relations activities

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Ability to lift at least 20 pounds.

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised Date/Consultant's Initials: 01/16/2017/MB