



## Position: Summer Camp Program Coordinator

<b>Title</b>	Program Coordinator	<b>Status:</b>	Full-Time (Temporary)
<b>Performance Review:</b>	At the Conclusion of Summer Camp		
<b>Reports to:</b>	Education Director	<b>Salary Range:</b>	\$20.00-\$22 per hour

**GENERAL SUMMARY:** Directs/manages overall daily operations of one summer program site, with the primary concern for program and service delivery; supervision and training of staff; facility management, community relations; and student attendance management. Coordinator is responsible for the creation and implementation of diverse summer programming. Other responsibilities fall in the areas of facility/staff management, personnel issues, budget development, and volunteers. The **Coordinator is responsible to implement the Department of Health approved COVID-19 safety plan and follow the policies and procedures set by the Police Athletic League of Buffalo to address the safety guidelines due to the COVID-19 global pandemic.**

Coordinator must also adhere to all the Department of Health regulations. This means the completion of a background clearance and attending 15 hours of new staff orientation. Employment is contingent upon completion of the required paperwork and also based on the results/findings of the background check. A criminal conviction statement and/or arrest record; plus the completion of the application will be requested. If current employee is accused/convicted of child abuse/maltreatment after hire then employee may be subjected to termination; depending on the conclusions of the investigation of the Supervisor. If current employee is accused of committing a crime/convicted of a crime after hire then employee may be subjected to termination; depending on the conclusions of the investigation and interview given by the supervisor.

### ESSENTIAL JOB FUNCTIONS:

#### Supervision of Staff

- Ensure staff is assigned duties as outlined in Orientation
- Hold staff accountable for all job duties
- Ensure staff sign-in and out of the program on a daily basis
- Responsible for MSIP students & Ensure all MSIP students sign in/out daily
- Ensure the Distribute on payroll checks at the end of the day on every other Friday

#### Coordination of Program & to Implement the Health and Safety plan/Protocol for Families\*

- Coordinate the set-up of the program space to be inviting for youth
- Manage cleanliness and organization of program space and the security of all program equipment
- Coordinate all program partners and create the program schedule for the 6-week program
- Inventory all necessary program supplies and equipment
- Communicate to the program director when supplies and equipment are needed

#### Administrative Responsibilities

- Review of payroll sheets and hours
- Updating staff schedules and program schedules (Ensure the proper paperwork is posted up in the camp site.
- Completion of food program forms and attendance requirements
- Completed student Enrollment forms (CC form, Say Yes Application, Reading Rules Application, Mayor Brown's Reading Challenge, and Shot Record)
- Daily Attendance Sheets (students are to be signed in/out on a daily basis)
- Completion of Incident reports & other paperwork as needed to support the funding of the program

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**SKILLS/KNOWLEDGE REQUIRED:**

- Bachelor's degree or Associates degree from an accredited college or university, in Education, Sociology, Social work or related field and/or;
- A minimum of five years' work experience in a community-based setting, planning and supervising activities based on the developmental needs of young people.
- Thorough knowledge of the developmental assets.
- Demonstrated ability in working with others.
- Demonstrated ability in personnel supervision, facilities management, and the recruitment and retention of students.
- Strong communication skills, both verbal and written.
- Ability to recruit, train, supervise, and motivate staff.
- Ability to deal effectively with staff discipline problems.
- Demonstrated leadership skills.
- Must have a valid state driver's license
- Must understand the Regulations of the Erie County Department of Health Camp Permit.

**PHYSICAL REQUIREMENTS:** The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, stand, walk, use hands to manipulate, handle, or feel; reach with hands and arms; climb or balance. The employee must talk or hear. The employee will be required to lift and/or move up to 25 pounds. Specific vision abilities required by the job are close vision, distance vision, color vision, peripheral vision, depth vision, and the ability to adjust focus.

**WORK ENVIRONMENT:** Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to communicable diseases at times. Occasionally employee is exposed to inclement weather conditions. Our facilities have sections that are not air-conditioned and in the summer employee may be required to work in these areas.

*The Police Athletic League of Buffalo Inc. reserves the right to amend this job description based upon its needs and may require the employee to carry out functions beyond those mentioned above. Neither this job description nor any other communication changes the at-will nature of employment. The Police Athletic League of Buffalo Inc. is an Equal Employment Opportunity Employer providing equal employment opportunities without regard to race, color, sex, age, religion, or national origin. This policy also includes the handicapped and all disabled Vietnam-era veterans.*

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**Employee Signature**

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**Date**