

VACANT POSITION
DEPARTMENT: LEISURE SERVICES
OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>
SUBMIT APPLICATION & PROOF OF EDUCATION TO:
employment@spaldingcounty.com or the HUMAN RESOURCES OFFICE
CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED

Job Title: Summer Academic Program Coordinator (Position No. 2545)
Salary: Hiring Rate \$25.00 per hour
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: Mon-Fri; 3 hours per day
This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High School diploma or GED required with a minimum of two (2) years experience within the public or private school system as a certified educator, or any equivalent combination of training and experience which provides the requisite knowledge, skills, and abilities.

GENERAL STATEMENT OF JOB: The primary function of this personnel is to develop and implement a summer academic enrichment program at three recreation facilities. Develops accelerated learning curriculum for children ages 5 to 12 and implements grant funded program objectives through assigned Program Instructors. Reports to the Programs Supervisor.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office equipment and teaching tools. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for sedentary active work. Must be able to lift and/or carry weights of twenty to forty pounds.

ESSENTIAL JOB FUNCTIONS

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Creates a summer academic program to include goals and objectives featuring a foundation of developing early learning skills and whole child growth and development. Develops accelerated learning curriculum for children ages 5 to 12.

Prepares a complete program plan to include daily schedule, learning curriculum, and activities.

Manages Summer Academic Program Educators and program delivery. Conducts and executes the program plan within a very positive, professional, and nurturing environment.

Schedules and assigns specific daily/weekly duties and responsibilities of Program Educators.

Prepares supplies and equipment lists for requisition and purchase based on program budget and presents to Programs Supervisor.

Prepares grant program reports as required and submits to Programs Supervisor

Maintains open communication with children's parents/guardian. Orients them to program activity plans and goals and objectives.

Manages conduct of program participants within a nurturing environment and upholds program guidelines for conduct and activity participation. Keeps parents/guardians informed as to the conduct of their child.

Prepares participation reports, pre and post program learning assessments, etc.

Promotes Program through created fliers, press releases and program announcements/notices for parents.

Reports injury and incidents involving participants to parents/guardians and Programs Supervisor.

Follows program grant guidelines. Conducts the program within departmental policies and procedures. Writes report(s) which satisfies grant requirements.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

April 29, 2022
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