

YOUTH DEVELOPMENT PROGRAM COORDINATOR

DEFINITION

To plan, organize and oversee the operations and activities of multiple assigned facilities for the City's childcare program; to perform duties requiring specialized knowledge; and to provide administrative support to a Recreation & Library Supervisor.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class within the Child Care Site Coordinator series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within the series, including the supervision of multiple facilities and programs. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility and will develop and influence program wide initiatives.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Recreation & Library Supervisor.

Exercises direct supervision over lower level child care personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Oversee operations and activities of multiple program sites; Evaluate operations and activities and recommend program improvements and modifications.

Interact with local and State regulatory agencies regarding compliance with child care licensing requirements and related health and safety matters; resolve related questions or concerns.

Recommend policies and practices for program admission and attendance requirements as related to program goals.

Develop program participant behavior and discipline guidelines and implement at assigned programs.

Oversee planning of annual calendars of childcare activities and events; outline related lesson plans for the year.

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Ensure compliance with various funding source requirements, including submission of curriculum plans, theme development, and follow-up/reporting; ensure staffing-to-participant ratio requirements; ensure daily student check-in and maintain attendance records for assigned facilities.

Provide input to program budgets; make or authorize purchase of supplies, equipment, and site repairs and maintenance.

Plan, prioritize, assign, supervise and review and evaluate the work of assigned staff.

Identify and document program policies, procedures and best practices for consistent program delivery and customer communication.

Oversee the planning and implementation of age appropriate activities involving children in sports, teacher led games, special events, arts, crafts, drama, social activities including off-site excursions; schedule instructors, guest speakers and plan special events.

Ensure a safe, clean, orderly and pleasant classroom environment, perform minor maintenance/repair functions as necessary; make requests for maintenance follow-up work; Ensure opening and closing procedures of assigned facilities are performed.

Assist in determining fees, charges, and tuition; oversee collection of fees and tuition.

Participate in the selection of staff; train or coordinate staff training; prepare work schedules for site personnel; and monitor work hour limitations; work with employees to correct deficiencies; implement discipline procedures.

Assist in staff development strategies through leadership trainings and mentoring opportunities for all levels of staff; develop succession planning programs to prepare future leaders.

Register new students and provide information to parents regarding program requirements; conduct orientation for new participants and parents, communicate with parents to report incidents or accidents; conduct periodic parent conferences.

Assist with the creation and implementation of marketing and strategic plans for specific programs and services; schedule, plan and direct activities and events to market and promote assigned program area; partner with local agencies and stakeholders to promote program objectives and community benefits; foster public awareness of available departmental services and programs.

Oversee planning and conducting of emergency drills at assigned program facilities; oversee safety of classroom and playground facilities; ensure off-site visits/excursions meet City liability requirements.

Prepare financial and statistical reports related to program attendance, revenues, and expense; benchmark programs and services; analyze and interpret trends; document results, prepare reports and administrative materials.

Assist in the preparation of short and long term strategic plans as they relate to assigned program areas; implement and lead efforts identified in strategic plans through program and departmental committees or work teams.

Answer questions and provide information to the public; investigate complaints and take corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Operational aspects of a licensed childcare program facility, including program activities.

Basic budget techniques and monitoring.

Advanced customer service and public relations techniques.

Pertinent local, State and Federal laws, ordinances and rules.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, and databases.

Ability to:

Plan, organize and oversee the operations and activities of childcare program facility.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time. Intermittently walk, bend or stoop to observe operations; twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Train and oversee/evaluate the performance of assigned staff.

Obtain a Child Development Permit issued by the State of California Commission on Teacher Credentialing.

Provide budget input and monitor expenditures.

Interact in an effective manner with parents in explaining program services, rules and requirements.

Ensure compliance with safe work practices.

Supervise, train and evaluate assigned staff.

Interpret and explain pertinent City and department policies and procedures.

Analyze problems, evaluate alternatives, and recommend or take effective course of action.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

At least two (2) years of professional experience performing duties similar to that of a Child Care Site Coordinator with the City of Roseville.

AND

Training:

A Bachelor's degree from an accredited college or university which includes 3 units in administration or staff relations and/or 3 units in early childhood education.

OR

Experience:

At least four (4) years of professional experience performing duties similar to that of a Child Care Site Coordinator with the City of Roseville.

AND

Training:

A Child Development Site Supervisor Permit or above issued by the State of California Commission on Teacher Credentialing.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of, or ability to obtain, First Aid and CPR Certifications as issued by the American Red Cross within 6 months of hire.

Possession of, or ability to obtain, and maintain State required certifications related to health and safety practices and operation of a licensed day care facility.

Three (3) units in administration or staff relations and 3 units in early childhood education must be completed within one year of appointment.

05-10-19

12-10-18 Youth Development Coordinator