

OAK LAWN PARK DISTRICT JOB DESCRIPTION

FLASH Site Coordinator

FLASH is Oak Lawn Park District's Before & After School Program, operating in School Districts 122 and 123 with children in the program ranging from the grades of Kindergarten-8th Grade. The FLASH Site Coordinator is a seasonal position (Mid-August to Mid-June) working directly under the supervision of the FLASH Manager. This staff member is directly responsible for overseeing the daily operations at their assigned FLASH school/site.

QUALIFICATIONS

- Must be at least 18 years of age.
- Experience working with children ages 5-13 preferred.
- Experience in a supervisory role preferred.
- Ability to be creative in delivery of recreation activities.
- Understand and exhibit behaviors consistent with stated values of the Oak Lawn Park District.
- Upbeat and energetic attitude day in and day out.
- Ability to work both independently, as well as in a team/group setting.
- Quick thinking skills, as well as patience when needed.

IMMEDIATE SUPERVISOR: FLASH Manager

DUTIES AND RESPONSIBILITIES: ESSENTIAL FUNCTIONS

- Work program hours in some combination of before and after school ranging from 6:45am – 8:45am and 3pm – 6:30pm, Monday – Friday. Also, occasional half days of school, days off of school, and field trips as needed.
- Responsible for the leadership, organization, and safety of all participants at site at all times; delegate tasks to FLASH Leaders in a respective manner.
- Be aware of surroundings to provide the safest environment possible for participants; ensure the safety of participants at all times.
- Train and evaluate FLASH Leaders in their roles.
- Interact with children to keep them engaged and having fun during program hours.
- Act in a professional, responsible, and respectful manner at all times around children, parents/guardians, school staff, and co-workers.
- Maintain daily attendance record for participants in the program using Google Sheets.
- Complete and turn in all necessary forms within 2 business days of completion, unless otherwise needed ASAP (PDRMA Accident/Incident Reports, Behavior Documentations, Late Pick-Up Notices, Band Aid-Ice Pack Log, etc.).
- Accept and process parent/guardian payments using cash or check for Punch Card, Half Day, and Late Start purchases; write receipt for any transaction completed; turn in deposit as soon as possible to Community Pavilion.
- Audit Punch Cards on 15th day of month and inform Manager if anyone is behind on Punches, as well as needed per Manager request.
- Communicate with participants, their parents/guardians, school personnel, fellow Site Coordinators and FLASH Manager regarding questions, comments, and concerns.

- Greet parents/guardians for Sign-In/Sign-Out procedure at FLASH site entrance.
- Maintain and keep up to date with the trainings of CPR/AED & First Aid, Mandated Reporter, Sexual Harassment, and any other trainings assigned before and during employment.
- Perform First Aid and CPR as needed.
- Perform site Safety Inspection before children arrive each shift; Review emergency evacuation plans (fire, tornado, etc) once a week or when working at a new school.
- Adhere to rules and policies of the Oak Lawn Park District, School District 122 & 123, and the FLASH program, as well as enforce the rules with participants.
- Must attend general staff orientation prior to the start of FLASH; Must attend Site Coordinator training prior to first Site Coordinator shift (either in 1on1 session with Manager or in group training session).
- Must be on-time for scheduled shifts and in FLASH work attire.
- Must attend staff meetings when they occur.
- Must complete Mid-Year and End-of-the-Year staff evaluations.
- Flexibility to work at multiple sites/schools as needed.
- Utilize software such as BambooHR, When2Work, Google Sheets, and GroupME.
- Perform inventory including but not limited to sporting equipment, arts/craft supplies, and First Aid supplies; communicate with Manager about what is wanted/needed.
- Pick-up and drop-off supplies and materials from the Community Pavilion as needed; this includes but is not limited to key fob for school, snack, reports/documentations, completed punch cards, deposits, and sign in/out sheets.
- Responsible for having key fob and keys for each shift to enter school for self and other staff and to open up storage cabinet/base box; ensure storage cabinet and/or base box are locked up at the end of each shift.
- Other duties as assigned.

PHYSICAL CONSIDERATIONS

While performing the duties of this job, the employee is regularly required to speak and listen. The employee frequently is required to stand, walk, and use hands to handle or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include vision, distance vision, color vision, peripheral perception, depth perception, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities of this job.

ENVIRONMENTAL CONSIDERATIONS

May be required to work during various weather conditions, from winter cold to summer heat.

COGNITIVE CONSIDERATIONS

Must have the ability to read, write, and organize materials. Also, must have good problem solving and communication skills. Must be able to supervise others and have good safety awareness.

I understand my job description as explained above.

Signature: _____

Date: _____