

	THE CITY OF KEY WEST Job Description	Union, Hourly Position	
		DATE OF REVISION	06/2011
POSITION	AFTER SCHOOL PROGRAM COORDINATOR	MIN. HOURLY WAGE	\$14.6077
DEPARTMENT	Community Services/ Recreation (72-01-572)		
JOB CODE	43565	GRADE	G22

PHYSICAL LOCATION:

- Douglass Gym and Bandroom.

REPORTING RESPONSIBILITIES:

- Director of Community Services or Designee

GENERAL FUNCTIONS:

This position coordinates and organizes the use of Fredrick Douglass School Gymnasium, ensuring that order is kept, equipment is properly accounted for, and all necessary paperwork is completed. Schedules use of gym within established guidelines. Works with the Public Works Department to ensure the gym and surrounding areas are maintained. Performs administrative and professional work coordinating year round programs for school age children.

- Able to read, write, speak and understand English in order to communicate with co-workers.
- Able to work a forty (40) hour week and overtime when necessary.
- Able to use equipment and/or materials as specified in this job description.
- Able to see and hear well enough to perform the duties specified in the job description..
- Able to run, if necessary, to handle unusual emergency situations in or around the gym.

EQUIPMENT TO BE USED:

- Recreational equipment, i.e., weight lifting equipment, volleyball equipment, basketball equipment, stage equipment, i.e., lighting, curtain, etc. Personal computers.

ENVIRONMENT:

- Non-air-conditioned buildings and outside in all types of weather.

PHYSICAL REQUIREMENT:

- 70% Standing
- 5% Climbing
- 10% Bending
- 5% Reaching
- 5% Walking
- 5% Lifting

DUTIES/TASKS/JOBS:

- Create/implement recreational programs for school age children.
- Control/maintain inventory of gymnasium equipment.
- Maintenance of gymnasium & equipment.
- Organize and work with volunteers and community organizations.

- Must perform job duties with minimal supervision.
- Will be required to work weekends and evening hours.
- Provides administrative/office duties as required.
- Coordinates with Supervisor the scheduling to keep gym open for scheduled hours.
- Must assure gym floor is clean and dust mopped on a regular basis.
- Create and implement daily lesson plans.
- Coordinate and carry out after school and summer program for ages 5 – 12, including education projects, activities and special events.
- Conducts school tutorial program for ages 5 – 12.

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

- Ability to communicate with, and relate to, the targeted youth, as well as promote and maintain harmonious working relationships with the community and other agencies as needed.
- Ability to operate with minimal supervision.
- Ability to work weekends and night hours.
- Ability to keep youth under control and in a safe environment providing recreational activities as assigned.
- Must demonstrate skills to organize various sporting events as well as social activities for youth.
- High School graduate.
- Associates Degree/Bachelor Degree plus required experience to obtain mandatory state certification.
- Certified and licensed as required by the state of Florida for school age programs pursuant to Florida Administrative Code including certification by the Department of Children & Families meeting the Florida Child Care and Education Program Director credential.
- Certification for adult and infant/child CPR.
- Must meet state required annual minimum in service training requirements.
- One year experience in performing business functions, such as, keeping records and correspondence.
- Prior experience working with youth.
- Experience in coordinating youth sports activities and administering such programs.
- Current Florida drivers license required

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I _____, have read this job description and hereby agree with the above noted "Acknowledgments", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

Applicant Signature

Date

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Apply at:

**City Hall, Office of Human Resources
525 Angela Street, 1st floor
Key West, FL 33040
Telephone: (305) 809-3714**