



## **BOYS & GIRLS CLUB OF CLIFTON**

### **JOB DESCRIPTION - Woodland Park School District**

**JOB TITLE: Program Coordinator - WP - Pre-K Program**

**Employee Classification: ¾ Time – Exempt (32 hours per week w/benefits)**

**Salary Range: \$24,960 - \$33,000**

#### **GENERAL FUNCTION**

Under the direct supervision of the Program Director and Assistant Program Director the Program Coordinator, is responsible for carrying out staff & program supervision at the Before & After school Program held in the Woodland Park School District's School #1. Ensure the health and safety of members, and site supervisors/staff.

#### **MINIMUM REQUIREMENTS**

- Bachelors' degree from an accredited college or university and/or experience equivalent.
- First Aid, Safety, AED, and CPR certification required.
- Demonstrate the ability to set and meet goals.
- Demonstrate the ability to effectively communicate with staff, parents and young, and encourage their participation in planning, problem solving and decision-making.
- Demonstrate the ability to perform basic administrative duties and comply with NJ Bureau of Licensing Child Care regulations.
- Demonstrate the ability to supervise staff and ensure a safe environment for both staff and program participants.

#### **GENERAL JOB SEGMENTS**

- To be a positive role model
- Adhere to the Club Personnel Policies and Practices and for the implementation of the Club Discipline Policies and Guidelines.
- Manage site BGC Clifton staff to comply with the needs of the Woodland Park Pre-K Program; manage staff hours, payroll administration.
- Manage the responsibilities as outlined in the MOU/Partnership with the Woodland Park School District.
- Perform other duties as assigned by the Early Childhood Director and Administration
- Maintain licensing requirements and documentations on site.



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#### **SPECIFIC JOB SEGMENTS**

- Ensure all procedures and regulations for health, fire, safety, parent pick-ups, parent consents, transportation, snacks, medical and other emergency procedures will be clearly listed and widely disseminated, and that they will conform to local and state standards.
- Structure and facilitate meaningful communication between school officials and the Pre-K staff to plan, coordinate, and integrate curricular areas with program activities.
- Responsible for all program content and acquisition of program supplies and equipment. Required to conduct monthly meetings with site supervisors, school principals, and develop a working relationship with teachers in the school. Required to hold at least 3 parent meetings and conduct program evaluation surveys (mid-year & end of year).
- Recruit, conduct initial interviews, conduct reference checks and background checks on all potential employees and train all program Staff in compliance with N.J. Bureau of Licensing standards.
- Manage the day-to-day operations of the BGC Clifton Woodland Park School District Pre-K Program, track student attendance and Club membership, payments and work cooperatively with the Director of Early Childhood.

#### **EFFECT OF END RESULT**

This position is dedicated to the fulfillment of the mission of the Boys & Girls Club of Clifton through the development and presentation of relevant programming at the Club. The Program Coordinators' position has a primary impact on the overall effectiveness, completion and quality of the Club programs.

#### **DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by:

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Pre-K Coordinator Date

Approved by:

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Supervisor Date

Reviewed by:

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Chief Professional Officer Date