

## PROGRAM COORDINATOR - CREATIVE LEARNING CENTER(Peekskill Housing Authority)

GENERAL STATEMENT OF DUTIES: Responsible for the day to day administration and supervision of the Creative Learning Center after school enrichment program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Executive Director/Recording Officer of the Peekskill Housing Authority, an incumbent of this class is responsible for program development, staffing and administration for the Creative Learning Center. This is a grant funded after school enrichment program for children grades K-6 which (currently) operates at three separate sites. The incumbent exercises supervision over the program staff assigned to the three sites.

### EXAMPLES OF WORK: (Illustrative Only)

Develops a variety of educational, recreational and social/cultural enrichment activities in cooperation with Program Leaders;

Interviews and selects program support staff;

Schedules and conducts staff meetings with Program Leaders;

Schedules field trips, guest speakers, or other enrichment activities;

Provides supplies and snacks for program sites and has general oversight responsibility of supplies/snack expenditures;

Reviews employee time sheets and forwards to payroll for processing;

Completes monthly paperwork relating to participant enrollment, snack/supplies expenditures, time sheets and forwards to Youth Bureau for grant expenditure reimbursement;

Coordinates program activities between the various program sites (i.e., skating program, visits to city/county parks, trips);

Receives calls from parents interested in the program and provides them with information and/or conducts a tour of the site facility;

Visits sites on a daily basis to ensure proper functioning of program, pick up enrollment sheets, and acts as a liaison between each site;

Coordinates special programs (i.e. trips, tours) with various agencies or city departments (i.e Parks and Recreation, Kiley Center);

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of program activities (i.e.: arts and crafts, music, science, games) for children; good knowledge of local community needs and interests; ability to assign duties and oversee program staff; ability to interact, positively, and develop a good rapport with children; good oral and written communication skills; initiative; resourcefulness; sound judgement; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) possession of a current teacher certification; or (b) one year of experience as an elementary school teacher; or (c) possession of a Bachelor's Degree in the field of education; or (d) a work experience that would indicate an ability to satisfactorily perform the duties of the position.