

**TOWNSHIP OF OCEAN
DEPARTMENT OF HUMAN SERVICES**

JOB DESCRIPTION

Assistant Project Extend Coordinator

QUALIFICATIONS

1. Education in Elementary Education or Recreation profession preferred.
2. CPR and First Aid Certification preferred or ability to become certified.
3. Good organization and communication skills.
4. Patience and flexibility.
5. Have a working knowledge of appropriate activities and positive discipline techniques for school age children.
6. Proficiency in the use of the Internet and MS Word programs.

GENERAL DESCRIPTION OF RESPONSIBILITIES

Under the direction of the Program Coordinator, the Assistant will supervise the daily operations of school year Project Extend at four sites and will oversee Holiday Care programming. This is a 10 ½ month position. The Assistant Program Coordinator must be available mid August through June, working approximately 20 hours per week, 2:00 – 6:00 p.m., Mondays – Fridays. Holiday Care, annual site set up and closing may require some morning hours.

ESSENTIAL RESPONSIBILITIES

1. Assist in ensuring the safety and well being of children in Project Extend
2. Supervise on site staff.
3. Assist recruiting and training new staff.
4. Work on site as substitute staff person as needed.
5. Assure New Jersey State Licensing Standards are met or exceeded at each site.
6. Oversee Holiday Care program including staff and activity scheduling.
7. Plan and implement enhanced activities at sites.
8. Assist with discipline issues and parent contact as needed and directed by the Program Coordinator.
9. Meet with Program Coordinator on a regular basis and attend other staff meetings as needed.
10. Attend recommended training, educational programs that will enhance our Project Extend Program.
11. Identify and provide training to staff that will enhance our Project Extend program.
12. Responsible to provide own transportation to the Project Extend Sites.
13. Responsible to communicate between site staff and office using phone, email and texts.
14. Maintain good working relationships with Board of Education and on site school personnel.
15. Responsible to assure each site is prepared at the beginning of each new school year.
16. Responsible to assure each site is appropriately “closed” at the end of each school year.
17. Perform miscellaneous duties as assigned by the Recreation Office.