



Anderson Mill Parks & Recreation

After School Coordinator

(Salary Range \$11.00 -\$13.25hr)

Seasonal Part-time

Description

Under general supervision of the Assistant District Manager, performs the task of managing an elementary school-aged after school program. This seasonal position spans the RRISD school year calendar and is based on a 27.5 hour work week (Mon-Fri 1:15pm-6:45pm), with occasional all-day-outs (7:30am-6:30pm) and early release dates (12:30pm-6:30pm).

EXAMPLES OF DUTIES

- Maintain a safe environment for the child and ensure the children's safety at all times.
- Keep up to date on training standards and ensure staff is trained.
- Drive a van or small bus to pick up the enrolled children from nearby schools.
- Manage program supplies and budget.
- Create age-appropriate after school programming daily schedules and healthy snack menu.
- Must be able to participate and lead activities indoors and outdoors.
- Must possess good communication skills, organizational skills, knowledge of children's games/activities, and be able to lead a group of 20-30 children.
- Participate in community events and job fairs as needed for the purpose of advertising.
- The ability to speak English clearly and understandably.
- Read and follow diagrams and instructions written in English.
- Greet and answer questions from the public about all Parks, Recreation & Limited District components.
- Perform related duties as required.
- Must be able to swim and supervise children in an aquatic environment.

EMPLOYMENT STANDARDS:

- Must be able to work under minimal supervision in a fast-paced and highly energetic environment. After School takes place indoors and outdoors. The Coordinator position is a "hands on" position and not administrative.
- Candidates must be able to lift up to 30lbs and repeatedly, bend, stoop and type as well as spend time being spontaneous and having fun.

TRAINING & EXPERIENCE: Any combination of education, training and experience, which likely provides the required knowledge, skills and abilities. Prefer a 4-year college degree in Child Care Education or Recreation Programming. Will substitute experience for education. Must be certified in American Red Cross CPR/AED, Basic First Aid and Basic Water Safety by the start of program (training provided by AMLD). Must have a current driver's license.

EQUAL OPPORTUNITY EMPLOYER:

Employment is contingent upon the successful passing of a Nation-wide and all county criminal background and sex offender screening. AMLD is a "Drug Free" workplace. Employment candidates must submit to and pass a drug screening test prior to any offer of employment. Anderson Mill Limited District is committed to a comprehensive affirmative action employment program and actively seeks applications from both sexes, ethnic minorities, and individuals with disabilities, US Veterans and qualified persons of all ages.

APPLICATION INSTRUCTIONS:

Applications are available at www.amld.org or at the Anderson Mill Community Center/Administrative Office. Mail applications (and resume if available) to Anderson Mill Limited District, 11500 El Salido Pkwy, Austin, TX, 78750 or fax to (512) 258-5848. For questions contact Carol Martin (512) 258-4104 ext. 303 or martin@amld.org