

Lindbergh Schools
School-Age Care (Flyers Club) Coordinator (1027)

JOB POSTING

Job Details

Title **School-Age Care (Flyers Club) Coordinator**
Posting ID **1027**
Description **School-Age Care (Flyers Club) Coordinator**

- Full-time position, Monday-Friday, 40 hours per week
 - Eligible for benefits
 - Salary: \$32,300 - \$35,600
-

Summary: Flyers Club Coordinator helps provide leadership and coordination in developing, implementing, and supervising Flyers Club before and after school programs, camps (including full-day summer camps), school's out days, and other high-quality child-care programming.

Essential Duties and Responsibilities:

- Manage day-to-day operations of the assigned programs, including assistance in development and execution of program budget
- Provide logistical and operational support to the Flyers Club supervisor and programs, in order to ensure reliable and accurate data essential for operations
- Greet visitors and callers, handle their inquiries, and direct them to the appropriate person
- Document important program information, maintain databases, process enrollments, schedule programs, and build online registrations
- Supervision of multiple site programs
- Effectively communicate and interact with students, parents, staff, and community members
- Have and maintain reliable transportation
- Recruit, lead, support and manage assigned staff and volunteers
- Purchase supplies and maintain inventory of items
- Recognize community needs and recommend new program offerings
- Maintain positive interactions with internal and external constituents
- Attend meetings and events as required
- Keep up with current trends and developments in the field
- Coordinate logistics for facility management and assist with weekly site visits
- Nurture professional growth and building of staff morale
- Coordinate field trips and transportation for select programs, as needed
- Working with site supervisors or leads to fill-in or sub for staff call-ins/absences
- Be familiar with all child accommodation plans and how to implement them
- Ability to push or lift up to 50 lbs
- Perform duties indoors and outdoors
- Other duties as assigned by the program supervisor or department director
- May require irregular hours: morning, daytime, and evening and occasional weekend hours

Educationand/or Experience:

- Bachelor's Degree in Education, Human Development, Recreation, or similar field required
- Minimum 1 year of full-time experience in management and supervisory role of school-age child care, recreation, or camp programs, or related field
- Experience working with Eleyo or a similar online registration system
- Prior experience working with community or school programs preferred
- Prior experience working with diverse group of stakeholders preferred
- Excellent organizational, written and verbal communication skills
- Proficient in MS Office software applications and Google Workspace

Certificates, Licenses, Registrations:

Obtain adult and child CPR/First Aid certification within three months of hiring date, Annual TB test, Hepatitis "A" vaccine, 12 hours of Professional Development annually, and Fingerprint/Background check

If you are an internal applicant, please sign into the employment portal to see all available positions at <https://lindbergh.tedk12.com/hire/index.aspx>.

Shift Type **Full-Time**
Salary **Per Year**
Range
Location **Community Ed and Rec**

Applications Accepted

Start Date **07/15/2021**
End Date **08/01/2021**

Job Contact

Name	Kim Berkenwald	Title	School-Age Care Supervisor
Email	kberkenwald@lindberghschools.ws	Phone	