

Aromas-San Juan Unified School District

JOB TITLE: ***AFTER-SCHOOL PROGRAM COORDINATOR***

DESCRIPTION OF BASIC RESPONSIBILITIES:

To assist in the development and operation of after-school programs and activities: youth peer programs, conflict resolution groups, cross-age tutoring programs, recreational programs, and youth leadership groups.

SUPERVISOR: Healthy Start Coordinator

TYPICAL DUTIES:

1. Organize and implement after-school activities (e.g., recreational programs, youth development programs, academic support and tutoring programs).
2. Assist in the organization of youth leadership groups, peer counseling groups, and conflict resolution programs.
3. Communicate with human service agencies, school staff, and community groups regarding the Healthy Start Project.
4. Serve as a resource to agency and school staff regarding programs and services offered in the community.
5. Support efforts to expand parent involvement in school programs and activities through community awareness, parent volunteer services, and neighborhood development projects.
6. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
7. Perform other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- policies and procedures of ASJUSD;
- community agencies;
- community resources including mental and physical health and social service agencies;
- the concepts of culture and sensitivity to cultural diversity;
- social and case management concepts and principles.

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Ability to:

- communicate effectively both orally and in writing;
- work cooperatively with adults;
- work with children ages 5 to 14;
- plan, organize, and coordinate programs and activities.

EDUCATION AND EXPERIENCE:

One (1) or more years successful experience in a related social services agency.

High School diploma or equivalent.

Possess a valid California Driver's License.

Required: Possession of a valid First Aid Certificate.

Desired:

Bilingual in English and Spanish.

Type clean copy at a net rate of 25 words per minute.

Any combination of education and related experience equivalent to completion of two (2) years of college with course work in social science, psychology, sociology, humanities, or child development.

MEDICAL CATEGORY I:

Light Physical Effort

1. Normally located in a work environment with light physical qualifications and requirements.
2. Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.