

County Commissioners:
William Sands, Chair
Larry Rhodes, Vice Chair
Todd McNeill
Paula Perry
Jeff Rose

County of Ashe
150 Government Circle, Suite 2500
Jefferson, North Carolina 28640

County Manager:
Sam Yearick

Clerk to the Board:
Ann J. Clark, MMC, NCCCC

2018-2019 4-H Afterschool Site Coordinator *Qualifications and Job Description*

Supervision:

The program and position are supervised by the 4-H Afterschool Coordinator.

Qualifications

- 21 years of age or older
- High school diploma
- Two year degree or equivalent preferably in the area related to child/youth development or other school age programming preferred, a child care credentials course is required (at least)
- A working knowledge of the North Carolina Department of Child Development Licenses, Policies and Procedures preferred
- Experience working with school age youth preferred
- Have or be willing to obtain First Aid & CPR Certification and Basic School Age Care (BSAC) within six weeks of employment
- Computer skills required (Excel, Word, Publisher, Outlook Express, etc.)
- Possess an appropriate Operator's License issued by the State Department of Motor Vehicles
- Be able to lift and carry up to 50 pounds
- Be able to work with diverse clientele
- Must have the ability to communicate effectively in both written and verbal form
- Plan and direct the work of others
- Must have 16 hours of orientation within the first 30 days
- Must complete Health and Safety training requirements within first six months
- Must keep an up-to-date personnel file to include:
 - *Application for employment*
 - *I-9*
 - *Tax Forms*
 - *Official transcripts*
 - *Physician's statement the first year and health documentation annually thereafter – to include the results of a TB test, to be signed by appropriate medical personnel*
 - *Emergency information on staff*
 - *Documentation of orientation*
 - *Documentation of CPR and First Aid*
 - *Training calendar/training slips*
 - *Successful completion of Criminal Background Check (Local and National)*
 - *Successful completion of Drug Test*
 - *BSAC (Basic School Age Care) Training Certificate*
 - *Other forms/documentation as required*
 - *Completion of All County of Ashe policies and procedures acknowledgments (ex: Substance Abuse Policy, Social Media Policy, etc)*

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Duties:

- Oversee daily operations of school age program and serve as person in charge in the absence of the 4-H Afterschool Coordinator
- Supervise 4-H Afterschool program staff
- Must ensure day care license regulations and policies are followed
 - Update snack menu as changes occur
 - Forms are posted
 - Movement board is posted and accurate
- Enroll participants
- Supervise, interact and guide children at all times as part of child/staff ratio
- Maintain professionalism and confidentiality at all times
- Build positive relationships with families (daily), staff, Ashe County Schools, community and partners
- Ensure all staff are implementing quality enrichment activities daily
- Meet monthly with 4-H Afterschool Coordinator and update as needed
- Recruit and promote program to increase enrollment
- Keep all records and files up to date (staff, volunteer, participant, daily attendance, etc.)
- Purchase program supplies as needed
- Follow and implement program policies as specified in staff manual
- Prepare and implement monthly calendars for parents/participants to include physical activity, enrichment activity and small group activity daily aligned with the Common Core Essential Standards
- Have all supplies/equipment ready to implement before participants arrive daily
- Assist children with homework
- Clean-up daily (all supplies, etc. put out of sight every day)
- Keep daily attendance
- Attend training opportunities provided (unless otherwise cleared with the 4-H Office) and complete trainings as assigned by due date
- Record time on time sheet and sign in/out sheet daily – turn in signed time sheets and in/out sheets to be approved by the 4-H Afterschool Coordinator as scheduled
- Assist in development of learning stations
- Serve as a responsible and reliable team member
- Complete, in a timely manner, accurately, all required paperwork and/or reports
- Performance review annually
- Conduct other duties as requested by Supervisor as needs arise

Work Schedule:

- Part-time temporary position – 10 months
- Up to 25 hours per week depending upon enrollment and work load
- Work schedule varies

Rate of Pay:

- \$11.00 per hour