

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

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

Acting County Manager:
Adam Stumb

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

2019 4-H SUMMER SITE COORDINATOR ***Qualifications and Job Description***

Supervision:

This program is supervised by the 4-H Afterschool Program Assistant.

Qualifications:

- 21 years of age or older
- High school diploma or GED
- Two year degree or equivalent preferably in the area related to child/youth development or other school age programming preferred, a child care credential 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 and Basic School Age Care (BSAC) Certification
- Computer skills required (Excel, Word, Publisher, Outlook, etc)
- Possess an appropriate Operator's License issued by the State Department of Motor Vehicles
- 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
- Complete health and safety training requirements
- Must keep an up-to-date personnel file to include:
 - Application for employment
 - I-9
 - Three references
 - Tax forms
 - Official transcripts
 - Resume
 - Physician's statement the first year and health documentation annually thereafter – to include 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 (Substance Abuse Policy, Social Media Policy, etc)

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Duties:

- Oversee daily operations of 4-H Summer Program and serve as person in charge in the absence of the 4-H Afterschool Program Assistant
- Supervise 4-H Summer Program staff
- Must ensure day care license regulations and policies are followed
 - Update breakfast/lunch menu as changes occur
 - Post forms
 - Movement board is posted and accurate
- Supervision and guidance of children in the program as part of child/staff ratio in absence of camp counselor and substitute
- Maintain professionalism and confidentiality at all times
- Build positive relationships with families, staff, schools, community and partners
- Ensure all staff are implementing quality enrichment activities daily
- Meet weekly with 4-H Afterschool Program Assistant and update as needed
- Schedule substitutes when staff is out
- Keep all records and files up to date (staff, volunteer, participant, attendance, etc)
- Prepare snacks for participants
- Purchase program supplies as needed
- Follow and implement program policies as specified in staff manual
- Have all supplies/equipment ready to implement before participants arrive daily
- Clean up daily to include mopping, cleaning restrooms, vacuuming, emptying trash, etc. (all supplies, etc. put out of sight every day)
- Keep daily attendance
- Attend training opportunities as needed
- Record timesheet information daily – turn in a timesheet signed by the 4-H Afterschool Program Assistant as scheduled
- Check staff timesheets and sign them before turning them into the 4-H Afterschool Program Assistant as scheduled
- Assist in development of stations
- Serve as a responsible and reliable team member
- Complete, in a timely manner, accurately, all required paperwork and/or reports
- Conduct other duties as requested by supervisor as needed

Work Schedule:

- Up to 29.5 hours per week depending upon enrollment and work load (June 3, 2019-August 2, 2019)
- Work schedule - 6:45 a.m. - 12:30 p.m. – Monday - Friday

Rate of Pay:

- Part-time temporary position
- \$13.00 per hour

ASHE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Revised 2/18/2019