

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 4-H LEADS Summer Site Coordinator *Qualifications and Job Description*

### **Supervision:**

Supervised by 4-H LEADS 21<sup>st</sup> Century Community Learning Center Coordinator.

### **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 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)
- 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
- 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 (ex: Substance Abuse Policy, Social Media Policy, etc)

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**Duties:**

- Oversee daily operations of 4-H LEADS Summer Program and serve as person in charge in the absence of the 4-H LEADS 21<sup>st</sup> Century Community Learning Center Coordinator
- Supervise 4-H LEADS Summer Program staff
- Must ensure day care license regulations and policies are followed
  - Update breakfast/lunch menu as changes occur
  - Forms are posted
  - Movement board is posted and accurate
- Supervision and guidance of children in the program as part of child/staff ratio
- Maintain professionalism and confidentiality at all times
- Build positive relationships with families (daily), staff, schools, community and partners
- Ensure all staff are implementing quality enrichment activities daily
- Meet weekly with 4-H LEADS 21<sup>st</sup> Century Community Learning Center Coordinator and update as needed
- Schedule substitutes when staff is out
- Keep all records and files up to date (staff, volunteer, participant, daily 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 (will require lifting-up to 50 pounds)
- Clean-up daily to include mopping, cleaning restrooms, vacuuming, emptying trash, etc (all supplies, etc. put out of sight every day) (will require lifting – up to 50 pounds)
- Keep daily attendance
- Attend training opportunities as needed
- Record time sheet information daily – turn in a time sheet signed by the 4-H 21<sup>st</sup> Century Community Learning Center Coordinator as scheduled
- Check staff timesheets and sign off on them before turning them into 4-H 21<sup>st</sup> Century Community Learning Center Coordinator 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 needs arise

**Work Schedule:**

- Part-time temporary position
- Up to 29.5 hours per week depending upon enrollment and work load June 1, 2018-August 3, 2018)
- Work schedule varies (6:45 a.m.-12:30 p.m. or 12:15 p.m.-6:00 p.m. – Monday - Friday)

**Rate of Pay:**

- \$11.00 per hour

**ASHE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

*Revised 2/16/2018*