



Knollwood 4-H Afterschool Homework Club Coordinator Job Description

The Knollwood 4-H After-School Club Coordinator reports to the New Castle County 4-H Program Coordinator, the primary responsibility of this role is the daily coordination of all aspects of the Knollwood 4-H After-School Club. Additional responsibilities include:

1. Planning for and implementing enrichment activities for children in K-5 grade that emphasize 4-H's values, build life skills, and prepare children for learning.
2. Management of indoor space.

As a member of the team, the After-School Club Coordinator is responsible for the day to day functions, consistency, and success of the after-school club.

This position plays a key role in creating great relationships with kids and families who participate in our program as well as consistent and effective communication with program staff. Duties include but are not limited to:

- Provide enrichment activities from 3:00-6:00 each day.
- Plan and direct 6-8 weeklong summer day camp.
- Build rapport with children and families and report to parents about children's experiences.
- Collaborate with program team to create and implement a cohesive learning experience for participants.
- Ensure safety of children by being aware of potential hazards and addressing them.
- Oversee homework and tutoring each day.
- Provide monthly program reports and impact measures.
- Ensure program materials are inventoried and properly maintained.
- Support community relations by acting as an ambassador for 4-H as necessary with community members, program participants, partners, collaborators, supporters, and advocates, actively building relationships that will advance the mission and outcomes of Delaware 4-H.

Special Requirements: This part-time position is 12 hours per week, will require evening and may require weekend work with flexible scheduling. This position does not offer benefits. Employment is contingent upon passing a comprehensive background investigation including fingerprints/criminal history, which indicates that the individual is suitable for employment in compliance with applicable federal and/or state regulations.

Candidate must have strong leadership and team building skills and be able to communicate in a positive and professional manner with staff, children, families, co-workers, school personnel and other professionals in the community. Successful candidates must pass a background check.

**For more information contact Jenny Trunfio at 302-468-9004 or jtrunfio@udel.edu
Send resume and cover letter to jtrunfio@udel.edu**

udel.edu/4-h