

## **Afterschool Program Coordinator**

UD Cooperative Extension 4-H Afterschool

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Milford, DE

\$20 an hour

Part-time

Desired: Program Management Time Management Childcare Google Suite Excel Microsoft Office

UD Cooperative Extension Kent County 4-H Afterschool/Summer Program is seeking an experienced, self-motivated **Program Coordinator** to perform a variety of administrative and coordination tasks for our 4-H Afterschool Programs. Duties of the Program Coordinator include providing support to our Directors, Site Coordinators and Site Assistants, assisting in daily program needs and managing our program's general administrative activities. Program Coordinator responsibilities include regular site visits, lesson planning and prep, scheduling, meeting arrangements, preparing reports and maintaining appropriate filing systems. The ideal candidate should have experience working with youth in K-12 settings, excellent oral and written communication skills and be able to expertly and easily organize their work using tools, like MS Excel and office equipment that will be shared access with Directors. If you also have previous experience as a Site Administrator or Site Coordinator and familiarity within our industry, we'd like to meet you. Ultimately, a successful Program Coordinator should ensure the efficient and smooth day-to-day operation of our Afterschool Programs.

**4-H Afterschool** is a Cooperative Extension-enhanced program that:

\*offers youth a safe, healthy, caring, and enriching environment

\*engages youth in long-term, structured learning in partnership with adults, and

\*addresses the interests of youth and their physical, cognitive, social, and emotional needs.

**Responsibilities** include (but are not limited to):

- Oversee day-to-day program operations
- Prepare and supervise lesson planning and facilitation
- Attend recruitment events for program participants
- Organize and plan meetings and take detailed minutes, under the direction of the Directors
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain program policies and procedures
- Order program supplies and research new deals and suppliers
- Maintain contact lists and logs
- Submit and reconcile expense reports
- Provide general support to parents and staff

- Act as the point of contact for internal and external clients
- Recruit staff, volunteers, advisory council members and families to participate in the afterschool program
- Communicate regularly with Directors on the success of the program

## **Requirements**

- Proven experience as an School-Age: Site Coordinator, Site Administrator or Program Manager
- Knowledge of child care management systems and procedures
- Knowledge of DE Child Care Licensing regulations
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office and Google Suite (MS Excel and Google Drive, in particular)
- Excellent time management skills and the ability to prioritize work
- Ability to work flexible hours, in the mornings, afternoons, and evenings
- Serve in the role of staff at respective after school sites as needed
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task and self-start
- High School degree; additional qualification as a School-Age Site Administrator will be a plus
- Willingness and ability to travel throughout Kent County, as needed

**Must have at least 12 college credits in elementary or school-age care.**

**Must have at least 12 months experience working with youth K-6 grades.**

**Must be 21 or older.**

**Must have reliable transportation.**

Job Type: Part-time

Salary: \$20.00 /hour

Experience:

- Program Management: 1 year (Required)

Education:

- Associate (Required)

Location:

- Milford, DE (Preferred)

Shifts:

- Morning (Required)
- Mid-Day (Required)
- Evening (Required)

Contact:

- Please email resume to Sequoia Rent at [srent@udel.edu](mailto:srent@udel.edu)

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