

## Cremona FCSS

### Summer Fun Program Coordinator

#### Job Description

#### **Summary:**

As a member of the Cremona Family and Community Support Services (Village of Cremona) Team the Summer Fun Program Coordinator will do their best to support a strong lifestyle for our youth through leadership and partnership with our community. FCSS is committed to building strong children, strong families and a strong community. The Summer Fun Program Coordinator is accountable to the Cremona FCSS Director. The Summer Fun Program Coordinator role is to effectively, efficiently and professionally provide a well-organized summer program for the youth. The Summer Fun Program Coordinator is directly responsible for the supervision of the Summer Fun Program Assistants.

#### **Responsibilities/Duties:**

1. Develop, plan and implement summer programs for children and youth in cooperation with the Cremona FCSS Coordinators.
2. Take program registrations and keep all registration lists up to date, ensuring that all parents and/or guardians fill out registration forms and waiver forms for the Summer Fun Program.
3. Supervise program participants, promoting good sportsmanship and fun.
4. Prepare for and lead activities, games and crafts.
5. Apply minimal first-aid to injured participants as necessary.
6. Responsible for documentation of all incidents and accidents on the provided forms and immediately inform the FCSS Director.
7. Ensure open communication with participants, parents and staff. Must respond to parent and participant questions and concerns.
8. Advise the FCSS Director of any needs of the Summer Fun Program's expenditures.
9. Ensure that all activities, or events, are scheduled and documented in a timely and organized manner.
10. Proper set up and dismantle of daily activities.
11. Ensuring that all exit doors and windows are shut, lights are turned off and the main door is locked before leaving the building.

#### **Qualifications:**

Must be 18 years or older.

Must hold a valid first aid certificate (or willingness of acquire).

Must have experience in program planning and delivery.

Must have experience working directly with children in a structured environment.

#### **Wage:**

\$13.00/hour

#### **Dates:**

Start Date: July 2<sup>nd</sup>, 2013

End Date: August 23<sup>rd</sup>, 2013

#### **Signatures:**

I have read and understood the contents within this job description. The Cremona FCSS Director has informed me that this is the general description of the duties, responsibilities and qualifications required for the position of Summer Fun Program Coordinator.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
FCSS Director

\_\_\_\_\_  
Date