

# **Anoka Hennepin Independent School District #11**

## **Position Standard**

### **Adventures Plus Program Coordinator**

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Adventures Plus is a child care program providing before and after school care for elementary age students and is located in various elementary schools throughout the District. Program Coordinators work with Site Coordinators to provide the best possible program for Adventures Plus students and families within the guidelines approved by the School Board.

#### **Essential Functions:**

##### **Program Development:**

- Conduct a quality assurance process at each assigned site, including the establishment of site goals and site evaluations.
- Facilitate biannual parent surveys and review them to recommend program improvements.
- Keep abreast of research and trends in the SAC field and recommend program design and implementation changes for the Adventures Plus Program.
- Develop print resources as necessary, including the family handbook, staff policies and procedures, sub Site leader notebook, and registration materials.
- Develop program marketing materials as needed, including community promotional resources.
- Ensure that crisis plans are developed for each site.

##### **Management/Operations:**

- Develop and coordinate the annual registration process for school year and summer, including training the staff in registration procedures.
- Monitor overdue parent accounts and provide support for fee collection in collaboration with the Billing Secretary and Site Coordinator.
- Complete the monthly VISA account reconciliation for the PC credit card, and verify the Site Coordinator monthly VISA account reconciliation.
- Approve and monitor biweekly payroll records and file.
- Develop school year and summer budgets and revisions per the Program Supervisor, and communicate these budgets to the Site Coordinators.
- Attend Parent Advisory Council meetings and make presentations when requested.
- Manage the volunteer application and placement process.
- Problem-solve behavior issues with Adventures Plus staff and parents; at time this may include building staff.
- Observe program operation at each site to ensure that district and program policies are consistently applied.

##### **Communication/Outreach:**

- Communicate necessary district, department, and program information to staff in a timely and consistent manner, including policies and procedures.
- Maintain ongoing communication with building staff, Community Education staff, Adventures Plus staff and parents.
- Review monthly parent newsletters.

- Communicate on a regular basis with the Program Supervisor.

**Staff Supervision:**

- Assist in the interviewing and hiring process of Site Coordinators.
- Supervise and evaluate Site Coordinators.
- Guide Site Coordinators through the process of interviewing, hiring, supervising and evaluation process of all program staff.
- Provide assistance to Site Coordinators in their supervisory capacity.
- See that staff development opportunities on site are provided as needed, including assigned tasks that allow staff to grow in their SAC abilities.
- Approve staffing patterns, including assigned hours, for sites.
- Meet regularly with staff, including site visits. Frequency, duration, attendance and agendas will be determined by the site and/or cluster needs.

**Minimum Qualifications:**

- Bachelor's degree in early childhood, elementary education, school-age care or related field.
- 5 years of management and supervisory experience required (multi-unit management preferred).
- Strong written and oral communication and organizational skills.
- Strong technology/computer skills.
- Strong background in quality assessment.
- Strong staff supervision and mentoring skills.
- Strong customer services and conflict resolution skills.
- Experience in conducting training sessions for larger groups (50 + preferred).
- Willingness to participate and receive district training in CPI certification and/or CPR/First Aid certification for the Adventures Plus Program as needed.
- Must be able to lift a minimum of 20 pounds.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building.

**Physical Factors include:**

Frequent: standing, walking, sitting, simple grasp, firm grasp, feeling, talking, hearing & visual accommodation;

Occasional: lifting above shoulder, lifting waist to chest, lifting below the waist, carrying, pushing, pulling, climbing, stooping, kneeling, crouching, squatting, crawling, twisting/pivot, reaching, and fine manipulating.