



**Announcement of Open Position:
Kids' Club Coordinator, The Gray House**

Job Title: Kids' Club Coordinator

Status: Part-time, non-exempt

Hiring Director: Executive Director, director@grayhouse.org

Hours: M-Th 3:00-6:00pm with an additional 6 hours/week that can be flexible, beginning September 11, 2017 and ending May 31, 2018

General Overview: The Kids' Club Coordinator manages the day-to-day operations of the program and acts as the lead direct care provider. Responsibilities are related to creating and maintaining a safe and supportive environment, engaging the children (grades 2-8) in all components of the program, developing and managing academic supports, creating and implementing activities. Responsibilities also include counselor supervision, building relationships with families and schools, and data collection and reporting.

Essential Responsibilities:

- Build and maintain relationships and open communication with families, schools and youth
- Ensure all necessary information for each child is on record and accessible
- Plan, prepare, implement and oversee all daily happenings including academic supports and activities that align with the program objectives and any specific grant requirements
- Ensure operating in accordance with Department of Early Education and Care (EEC) regulations; including injury logs, fire drills, child records, etc.
- Collect, input and maintain benchmarking data and attendance records
- Communicate with the executive director regarding significant program developments, concerns with children or families, challenges with staff or volunteers
- Collect additional information for and assist with special distributions
- Attend any mandatory or relevant trainings as requested
- Process paperwork such as time sheets
- Assist with recruitment and scheduling of counselors and volunteers
- Supervise and manage all counselors and volunteers
- Ensure effective communication between counselors and volunteers including but not limited to, facilitating de-briefing meetings at the end of each day
- Ensure appropriate supplies and healthy snacks are available
- Other duties assigned by the executive director

Qualifications & Requirements:

- Strong proficiency of Microsoft Word, Excel, Gmail, and Google Drive required
- Strong math and writing skills required
- Able to communicate with others at all levels, exercise sound judgment and have attention to detail
- The ability to work effectively with co-workers, volunteers and The Gray House staff in carrying out the program and organization's mission
- Excellent interpersonal and communication skills (verbal, written, presentation, and facilitation)

- Must be capable of working under pressure in a somewhat disruptive environment, while remaining professional and exhibiting an upbeat attitude
- Experience working with school age children, program development, and the ability to supervise and motivate staff and children
- The applicant must be a minimum of 20 years old per EEC requirements
- Have, at minimum, a high school diploma or equivalent *and* have one year of experience working with school age children per EEC requirements
- A degree or on track for a degree in education or other applicable studies
- Bilingual in English & Spanish *strongly* preferred
- Must pass EEC Background Record Check

Interested and qualified applicants should submit their cover letter, resume and application (http://grayhouse.org/wp-content/uploads/2014/09/Gray-House-Staff-Application-2017_FINAL.pdf) to employment@grayhouse.org.

The Gray House is an Equal Opportunity Employer. We encourage applicants who are diverse by race, color, gender, religion, gender expression, national origin, age, disability, pregnancy, sexual orientation, familial responsibilities, marital status, veteran status, personal appearance, political affiliation, matriculation, or any characteristic that is protected under MA or federal law.