



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

Job Title: Kids' Club Coordinator

Status: Part-time, non-exempt

Reports to: Education Director

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 2-5) 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, data collection and reporting and administrative tasks.

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 education 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
- Administrative tasks including but not limited to paperwork for time sheets and subsidized childcare vouchers
- Recruit program participants
- 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 education director

Qualifications & Requirements:

- **Must** meet one of the following:
 - Have a bachelor's degree in a relevant field (as determined by EEC policy) **and** 6 months of experience working with children ages 5-14
 - Have a bachelor's degree in any field **or** an Associate's degree in a relevant field **and** 9 months of experience working with children ages 5-14
 - Have a high school diploma **and** one year of experience working with children ages 5-14
- The applicant must be a minimum of 20 years old per EEC requirement
- Must pass EEC Background Check

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- Strong proficiency of Microsoft Word, Excel, Gmail, and Google Drive required
- Strong math and writing skills required
- Must demonstrate ability to communicate professionally, 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
- Bilingual in English & Spanish *strongly* preferred

Interested and qualified applicants should submit their cover letter, resume and application

(http://grayhouse.org/wp-content/uploads/2014/09/Gray-House-Staff-Application-2019_FINAL.pdf) to employment@grayhouse.org **no later than Thursday, August 1, 2019.**

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.