

## Job Description

**Job Title:** Fun in the Sun Assistant Site Coordinator

**Supervisor:** Fun in the Sun Site Coordinator

**Location:** Carpinteria, Santa Barbara, Goleta, Santa Ynez Valley

**Status:** Full time, Seasonal, Non-exempt

**Hours:** June 10th-July 26th, 2019

### **GENERAL SUMMARY:**

During summer months from June to August, UWSBC provides Fun in the Sun, a summer learning program at several sites throughout Santa Barbara County. Fun in the Sun program activities are educationally based to help prevent economically challenged and academically at risk students from losing academic skills gained from the school year. The Assistant Site Coordinator supports the Site Coordinator in the management of all site activities, procedures and policies.

### **Qualifications and Requirements**

- Bachelors Degree with courses in education, recreation, psychology or sociology preferred.
- A minimum of two years work experience as a classroom teacher or with youth in a camp or structured program setting, Credentialed teacher preferred.
- Some experience in supervision, administrative duties, and community relations and
- Experience and ability to work with youth and adults from diverse cultural, racial, and socio-economic backgrounds.
- Bilingual strongly preferred.
- First Aid and CPR training required.
- Background check, child abuse index, and HR documents must be completed before working with children.

### **Duties and Responsibilities**

#### **Quality Programs**

- Aids the Site Coordinator in overseeing day-to-day operations of the Fun in the Sun site.
- Manages the Counselors in Training (CITs) program.
- Helps to ensure that the program and education goals set forth by FITS partners are met.
- Helps to ensure that staff follows the planned schedule prepared by United Way/FITS partners.
- Supports team in coordinating special events, program and Family Fun Nights.
- Helps to ensure the site is safe, clean and appropriate for children.
- Helps to confirm all staff, CITs, and children follow FITS safety procedures.
- Responsible for maintaining a staff to youth ratio of 1:12 (1:6 near a body of water).
- Supervises participating youth as assigned.
- Is familiar with developmental needs and interests of each age level.
- Helps to create a positive environment that provides for learning a variety of skills.
- Assists the Site Coordinator to oversee the condition of site as a whole, takes preventative measures to avoid damage, and reports damages immediately.

#### **Staffing**

- Assists the Site Coordinator in supervision of site, staff, and CITs as it relates to general FITS job performance (e.g., attendance, attitude, relationship with children and staff, following staff policies).
- Responsible for helping Site Coordinator conduct weekly staff meetings with all program leaders.
- Helps review weekly activity calendars for all Program Leaders.
- Works with Program Leaders if assistance is required.

- Encourages Program Leaders to use supplies provided for daily activities and projects.
- Substitutes for Site Coordinator or Program Leader in the event of an absence.
- Helps collect weekly timesheets from Program Leaders and check for accuracy.

### **Reporting & Communication**

- Responsible for keeping accurate attendance records.
- Responsible for submitting up-to-date records of children.
- Confers regularly with Site Coordinator and Fun in the Sun Coordinator concerning problems, concerns, needs and unusual circumstances.
- Responsible for the inventory of supplies at end of summer.

### **General**

- Is familiar with United Way's Fun in the Sun policies and procedures.
- Attends ALL staff meetings, trainings and workshops.
- Informs the Fun in the Sun Project Manager of any program changes.
- Assists other program staff with special events.
- Responsible for notifying and reporting any problems or concerns of parents and/or children to the Fun in the Sun Project Manager.
- Is a positive role model for children.
- Performs other duties as assigned.
- Attends a paid, 3-hour debriefing session at the end of the program (August).

### **General Skills**

- Exceptional organizational skills.
- Some experience supervising others.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the described functions.

### **Language Skills**

- Ability to speak, write, or understand Spanish is desired.

### **Computer Skills**

- Ability to use word processing, spreadsheet, and database applications. Ability to learn various software programs.

### **Certificates, Licenses, and Registrations**

- Valid driver's license preferred.
- Ability to maintain stable performance under pressure or opposition.
- Ability to be flexible in changing daily workload priorities as directed.
- Ability to coordinate and synchronize multiple projects.
- Ability to conduct a significant amount of planning activities for self and others.
- Ability to guide and delegate tasks to others.
- Ability to take initiative and make decisions within company guidelines.

### **Physical Demands and Work Environment**

- The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk; hear; sit; and use hands to finger, handle or feel. The employee is frequently required to use one or both hands repetitively; grasp simply and lightly; and grasp with one hand only. The employee is occasionally required to stand; walk; use both hands repetitively; grasp firmly with both hands; push and/or pull; use both hands with fine dexterity; reach overhead with hands and arms; climb or balance; use stairs; stoop, kneel, bend, or crouch; lift and/or move up to 25 pounds; and walk on uneven ground and between buildings. Normal 20/20 vision ability (with corrective lenses, if needed) is required by this position.

**Organizational Background**

United Way of Santa Barbara County (UWSBC) has the unique and positive vision that "in our community, everyone has a hopeful future." Since 1923, UWSBC has served Santa Barbara County community through funding, volunteer development, and by utilizing its own unique initiatives and partnerships that involve dozens of local non-profit and public sector agencies. UWSBC's local community driven **Power of Partnership™** priorities help children, families & seniors with a focus on Education, Income and Health.

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General: This description contains the essential functions necessary to evaluate the position. It is not intended and should not be used as an exhaustive list of all responsibilities, skills or efforts.

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<u>Employee</u>	Date	Human Resources Department	Date
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<u>Department Manager</u>	Date	CEO	Date
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**Contact:**

Melinda Cabrera, Community Impact Officer

Email: [mcabrera@unitedwaysb.org](mailto:mcabrera@unitedwaysb.org)

Phone: 805-965-8591 x111