

Job Description

Job Title: Fun in the Sun **Program Leader**

Supervisor: Fun in the Sun Site Coordinator

Location: Carpinteria, Santa Barbara, Goleta, Santa Ynez, Guadalupe

Status: Full time, Seasonal, Non-exempt

Dates: June 15th-July 31st, 2020

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 Program Leader will supervise a group of 12+ children and will lead all academic and enrichment activities.

Qualifications and Requirements

- College degree is preferred; some college with courses in education acceptable.
- A minimum of two years work experience with children in a classroom, camp, or structured program setting.
- 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 before the start of the program.
- Background Check and HR documents must be completed before working with children.

Duties and Responsibilities

- Is familiar with United Way and Fun in the Sun program policies and procedures and supports the programs' goals and objectives.
- Manages direct oversight of one group of FITS Scholars (grades 3-8) and Counselors in Training, or CITs (grades 10-12), as well as supportive oversight of all site's scholars.
- Experience with positive youth behavior management methods.
- Plans and delivers quality and balanced programs for youth, as assigned.
- Attends all meetings and trainings.
- Confers regularly with Site Coordinator and team.
- Prepares the room or space for class each day and having all supplies ready for planned activity.
- Ensures a positive experience for scholars and families and maintains positive relationships with program staff, partners and program participants.
- Other relevant office or on-site work as needed.
- Helps administer the FITS pre- and post- evaluations in week 1 and 6.
- Represents the program, agency and participant needs to funders, employers, and the community at large in a positive manner.
- Other duties as assigned.

Language Skills

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

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.

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.

Employee	Date	Human Resources Department	Date
Department Manager	Date	CEO	Date

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