



J O B D E S C R I P T I O N

POSITION: PROGRAM COORDINATOR (After School Education and Safety Program, ASES)

WAGE: \$18.00 TO \$29.00 PER HOUR - Depending on Qualifications

JOB DESCRIPTION

The Program Coordinator is a unique position that is primarily responsible for specific projects or long term projects requiring relevant knowledge and expertise. Job site placement: Brier, Grimmer, or Cabrillo Elementary.

EXAMPLES OF DUTIES (This is a general description of duties and is not all-inclusive)

- Coordinate all aspects of a project
- Set up and maintain project files or computer databases as required
- Provide regular project updates including written reports to project leader in a timely manner
- May work independently or in a team environment depending on project requirements
- Provide expertise and support to project leader
- Enforce City policies and procedures
- Regular communication with school principals, teachers, and parents regarding student needs.
- May be required variable hours including evenings and weekends
- Perform other duties as assigned

SUPERVISION EXERCISED AND RECEIVED

General supervision is provided by the Recreation Supervisor. Program Coordinator will provide general supervision of the Program Aides/Program Leads.

MINIMUM QUALIFICATIONS

- Must be at least 18 years of age
- Relevant technical skill, education, experience or expertise
- Ability to establish and maintain productive relations and positive attitude toward others
- Excellent written and verbal skills
- Excellent organizational and supervisory skills, be resourceful, flexible and able to work both alone or as a team member
- Must be reliable and be able to provide transportation

REQUIREMENTS FOR EMPLOYMENT

- Must be able to handle sensitive and/or stressful situations or information with tact, discretion and significant awareness of confidentiality
- Must effectively communicate with adults and children from a variety of cultural backgrounds
- Willingness to comply with suspected child abuse reporting (11166.5 PC)
- Employees are required to be certified in Adult/Child CPR & First Aid from American Red Cross, American Heart Association or supervisor approved equivalent. Employees must be certified within 30 days of hire date or prior to the first day of work, whichever occurs earlier.
- Fingerprinting and TB test are required
- Must submit verification of legal right to work in the United States as a condition of employment

SELECTION PROCESS

Qualified applications will be evaluated on the basis of related experience and quality of presentation. The most highly qualified applicants will be invited to an oral interview. Applicant evaluations may include a written and physical test. Satisfactory candidates will be placed on an eligibility list. Placements are anticipated immediately after the list is established. Some placements may be assigned to emphasize public education as the City's needs require.

APPLICATIONS MAY BE OBTAINED AT:

City of Fremont
Recreation Services Division
3300 Capitol Avenue, Building B
Fremont, CA 94538

Or www.fremont.gov

For further information regarding this position, please call (510) 494-4334

**THE CITY OF FREMONT IS AN EQUAL OPPORTUNITY EMPLOYER.
WE DO NOT DISCRIMINATE ON ANY BASIS.**

The Recreation Services Division will make reasonable efforts in the examination process to accommodate persons with disabilities and for religious reasons. Please advise us of special needs in advance of the examination by calling (510) 494-4347.

Some positions may require a health evaluation.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.