

Activities Coordinator

Project Life is looking for a dynamic individual to join the Childcare/School Age department. The individual will be reporting to the executive director and Childcare Coordinator. The Activities Coordinator will provide support to the Childcare, donations & School age programs goals and responsibilities. This role is responsible for developing and administering all task. This position will require working with other departments and staff members, community partners and members of the public.

BRIEF JOB RESPONSIBILITIES:

- Responsible for creating and planning all educational and recreational for school-age children and the adult families.
- Lead parts of childcare program as directed
- Work with small groups of children during times designated by the childcare coordinator.
- Keep a listing of all families in the building, ages, gender, clothing and shoe sizes
- Create motivating activities to engage parent involvement
- Place monthly schedule of events in all residents sign-in log sheet and post in lobby area where residents can see
- Maintaining and ordering supplies for craft and all other supplies needed for scheduled activities.
- Working on programming activities, events and outings for active participation.
- Should have a passion for working with and assisting adult, school age, and toddler's as well as strong organizational skills.
- Participate in team meetings regarding resident families' service plans and collaborate with other staff by sharing observations made during children's, youth, adult or family activities.
- Keep track of all monthly donations and completes donation paperwork for donors

QUALIFICATIONS:

- As a prerequisite, the successful candidate must believe in the core values of Project Life and be driven by the mission of the organization.
- Bachelor's Degree in Education, Child Development, Recreation, or a related field or A.A.S., A.S. Degree in Early Childhood Education/Development and one year experience working with older children.
- Accepts as a condition of employment that the hours of employment change during school vacation, and as needed to assist in child care, and that a Saturday or Sunday is always included in the work week.
- English/Spanish bilingual helpful.
- Valid New York State driver's license; Motor Vehicle record acceptable to Project L.I.F.E.'s insurer
- Strong management skills including planning, coordination and supervision are required.
- Ability to prioritize and efficiently manage time, maintain accurate and organized files, adhere to a schedule, and manage multiple assignments simultaneously.