



RIVERA MEMORIAL FOUNDATION, INC.

186 Cherry Street
Waterbury, CT 06702
475-235-3182
www.rmfinc.org

After School Coordinator Job Description

We have an opening for a half-time administrative assistant to help manage our day-to-day operations. Responsibilities include basic bookkeeping, event support, database management, and general office support.

Purpose:

To facilitate and oversee the day-to-day operation of an after school program.

Schedule:

This is a 25-28 hour per week position, Monday through Friday after school hours during the Waterbury public school year. Can lead to full time hours during the summer months July-August.

1. Essential Job Duties

- Communicate regularly with parents, and plan events each year.
- Effectively liaison with enrichment partner agencies.
- Communicate with school day staff, as necessary, to support students' success.
- Organize and supervise a schedule of activities and snacks for participants
- Maintain a stimulating, cheerful, safe and nurturing environment, from a perspective of Social Emotional Learning (SEL) for students and staff, which provides enrichment activities that support students' mental well-being and academics (including STEM).
- Implement behavior expectations.
- Maintain attendance records in Jumbula software system.
- Promote the After-school Program at appropriate community organizations and businesses.
- Train and oversee afterschool staff as needed.
- Solicit volunteers to help with activities and events.
- Assure proper care, cleaning and maintenance of facilities being used.
- Other responsibilities may be added and/or changed as Organization and Program needs evolve.

2. Knowledge Skills Abilities

- Knowledge of safety practices and procedures.
- Knowledge to analyze situations to define issues and draw conclusions.
- Ability to understand and carry out oral and written instructions.
- Ability to read, write and speak English fluently. Spanish is a plus
- Ability to be flexible to work with others in a wide variety of circumstances.
- Ability to work with a diversity of students, individuals and/or groups and utilize specific, job-related equipment.
- Ability to problem solve to analyze issue.
- Ability to establish and maintain effective working relationships with students, the public, and staff members.
- Ability to maintain cooperative working relationships with those contacted in the course of work.
- Ability to manage time and responsibilities, adapt to changing work priorities, communicate with diverse groups, maintaining confidentiality, meet deadlines and schedules.
- Ability to set priorities, work as part of a team and work with/manage frequent interruptions.

Rivera Memorial Foundation, Inc. is an equal employment opportunity employer. We seek a broad and diverse pool of candidates and strongly believe that our organization benefits from the perspectives and talents of a diverse staff.



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- Ability to maintain confidentiality of student matters.
- Ability to communicate effectively (with clarity and compassion) with students, parents, and staff.
- Ability to perform duties with awareness of all Organization requirements and policies.
- Ability to schedule activities, meetings, and/or events, gather, collate, and/or classify data.
- Skill in adhering to safety practices.
- Skill in preparing and maintaining accurate records and using pertinent software applications (as required).

3. Required Qualifications

- Hold a two year degree in related field from an accredited college or university is preferred, or,
- A minimum of two years work experience in an after school program or similar organization planning and supervising activities based on the developmental needs of young people or equivalent experience.
- Strong communication skills, both verbal and written.
- Successful experience in a similar role performing similar duties and responsibilities.
- Successful experience working as a team leader or Supervisor.
- Mandatory CPR and First Aid Certifications.

4. Preferred Qualifications

- Successful experience working with elementary through high school students in an urban setting.
- Experience with program curriculum and planning
- Enthusiastic willingness to learn new ways of being with students, families, and staff
- Interest in and commitment to RMF mission is helpful.

To apply please complete the online application at rmfinc.org/jobs.