

## **Job Description (Intern)**

**Intern Job Title:** Coordinator

**Department:** Family Development

**Reports To:** Executive Director; Deputy Director

**Summary:** Coordinates daily program operations, community partners, and family engagement in compliance with funding source requirements, licensing requirements, performance standards, and policies and procedures.

### **Essential Duties and Responsibilities:**

1. Coordinates site operations in accordance with licensing requirements and SUTQ participation.
2. Recruit and screen participants for enrollment in the program
3. Provide a safe, nurturing environment for school age children at assigned site.
4. Coordinates classroom and recreational activities that contribute to the care, growth and development of children needs.
5. Assists with enrichment activities and supervision of youth participants (if needed)
6. Coordinates services to families and community partnerships; maintain positive community relationships.
7. Maintain and submit accurate records and reports as requested.
8. Coordinates supplies and equipment requests
9. Schedule resource people to provide special programs.
10. Maintain daily attendance records; contact substitute personnel as needed.
11. Provide and coordinate parent involvement opportunities.
12. Maintain discipline policy and report persistent behavior problems to Supervisor.
13. Maintain up-to-date knowledge on all weather-related procedures and conduct required drills.
14. Other duties and responsibilities as directed by supervisor.

### **Additional Responsibilities:**

1. Participate in the team process, both within the department and the corporation.
2. Attend internal and external meetings.
3. Pursue continuous education and professional development opportunities.

### **Qualifications:**

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, skill, and/or ability required.

*Preferred*

#### **Education:**

Required Associate degree or 60 credit hours earned from an accredited University

A copy of a high school diploma recognized by the state board of education or the appropriate agency of another state as equivalent to a high school education.

Twenty-four calendar months, for at least twelve hours a week, of experience working as a child care staff member in a licensed child care center or type A home

Two years of training verified by a transcript including four courses in child development. Two years of training shall be sixty semester or ninety quarter hours from an accredited college, university or technical college. Four courses shall be twelve semester hours or eighteen quarter hours from an accredited college, university or technical college. Child development shall be as defined in rule [5101:2-12-28](#) of the Administrative Code.

#### **Experience:**

One to three years experience working with youth and up to one year experience working with word processing, spreadsheet, internet, and database software; prefer one to three years supervisory experience.

**Required:**

1. Initial and periodic physical exams
2. Must submit to state and/or federal criminal checks
3. Required High school diploma or general equivalency diploma (GED).

**Language Ability:**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

**Math Ability:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rates, ratios, and/or percentages.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

**Work Environment:**

The work involves moderate risks or discomforts requiring special safety precautions (i.e. working around moving parts or machines). Employees may be required to use protective clothing or gear such as safety goggles, gloves, steel toe shoes.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

**Competency:**

To perform the job successfully, an individual should demonstrate the following competencies:

**Problem Solving** - Identifies and resolves problems in a timely manner; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

**Project Management** - Develops and coordinates project plans; manages project team activities.

**Customer Service** – Manages difficult or emotional customer situations; responds to requests for service and assistance.

**Interpersonal** – Maintains confidentiality; remains open to others ideas and tries new things.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills.

**Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.

**Organizational Support** – Completes administrative tasks correctly and on time; follows policies and procedures.

**Attendance/Punctuality** – Is consistently at work and on time.

**Judgment** – Displays willingness to make decisions; supports and explains reasoning for decisions; includes appropriate people in the decision-making process.

**Planning/Organizing** – Prioritizes and plans work activities; organizes or schedules other people and their tasks.

**Professionalism** – Approaches others in a tactful manner; treats others with respect and consideration regardless of their status or position; follows through on commitments.

**Safety and Security** – Observes safety and security procedures; uses equipment and materials properly.

This lists typical responsibilities, tasks and duties which are common to the positions of this classification. They are not intended to precisely define or limit the duties which may be assigned to employees, but to broadly define the types of activities the employee should expect to be assigned.

ALL ON AND OFF DUTY POLITICAL ACTIVITY IS GOVERNED BY THE HATCH ACT.

I have reviewed and received a copy of the functions and duties as outlined in this job description

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Intern Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Intern Name

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Supervisor Signature

\_\_\_\_\_  
Date

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Print Supervisor Name