

Children's Program Coordinator(s) All Star I

1-2 FTE Children's Staff Positions

Mission of All Star I Children's Program:

The children's program coordinators and staff strive to create a welcoming, respectful, safe, and vibrant community for all children.

Summary:

The Children's Program Coordinator is responsible for organizing and overseeing the implementation of engaging, age-appropriate programs and activities for children at All Star I. The coordinator will ensure that all children's programming supports the conference covenant, by-laws, and policies of All Star I and Star Island Corporation and fosters a safe, inclusive, and stimulating environment for children.

Key Responsibilities:

Off Season

- Determine children's program group needs (number of groups/ages in each group) based on the demographics of registered conference attendees. Work with parents when exceptions to age-based group placement are appropriate.
- Solicit interest from potential children's group leaders, review skills and experience of interested candidates, and place teachers with each children's program group based on strengths and experience. While 2 FTE leaders per group is standard, there is an occasional need to vary this structure.
- Work with the convenor of All Star I Executive Committee to ensure SORI background checks are conducted on all group leaders and the program coordinators annually.
- Work with the All Star I Treasurer on issues pertaining to the Children's Program budget.
- Convey all applicable policies, procedures, and information regarding the children's program to group leaders and ensure compliance.
- Determine the weekly class schedule in coordination with conference chairs and communicate that schedule to group leaders.
- Provide leadership and mentor children's program leaders to plan safe, welcoming, affirming, and accessible activities for children.
- Support leaders as they plan programs for children, including scheduling educational, music, art, and other activities for each group. Communicate island-led activity schedule to Star Island Corporation staff.
- Work with group leaders, chairs, the conference treasurer, and Star Island staff to order supplies as needed, including snacks/drinks.
- Work with chairs to communicate important information about the children's program with conference attendees.
- Communicate with Star Island staff and Pelicans regarding needs of the program, that may include supplies, equipment or space needs, health and safety, etc.

On Island

- Provide on-going guidance to group leaders to ensure successful program implementation.

- Conduct Children's Program Staff Meeting and Children's Program Orientation. Communicate children's program policies with any families who miss this orientation. Ensure policies are upheld.
- Visit each children's program group during every class period to offer support and/or guidance and to observe class activities and/or any issues that need to be addressed.
- Work with parents to develop plans for children who are unable or uninterested in participating in the Children's Program.
- Manage discipline issues that may arise among children, working with leaders and parents as needed.
- Substitute for, or augment, staff as needed.

On Going

- Communicate regularly with parents, caregivers, chairs, and island staff.
- Ensure programs comply with health, safety, and organizational guidelines for both All Star I and Star Island Corporation.
- Support All Star I Children's Program Code of Mutual Respect and Safety and the Star Island Policy on the Guidelines to Prevent Child and Adult Discrimination or Abuse.
- Train and mentor volunteers and staff.
- Monitor and evaluate program and leader effectiveness; gather feedback and make improvements or changes as needed.

Qualifications:

- Helpful but not required: Degree and/or experience in Child Development, Education, Recreation, Social Work, or a related field.
- Strong organizational, interpersonal, and communication skills.
- Dynamic leadership skills and experience managing a team.
- Ability to select, train, support, oversee, and manage Children's Program group leaders.
- Ability to work as part of a team and as the conduit between the Children's Program leaders and conference or island leadership.
- Ability to navigate challenges with children, group leaders, parents/caregivers, and/or Island leadership; participate in disciplinary actions; and handle difficult situations with care, objectivity, and grace.
- Must be proficient in Word, Excel, and other platforms for communication and organization of program.

Work Environment:

- Must be able to walk around the island with uneven terrain.
 - Occasional lifting of up to 25 lbs.
 - Working with children may involve squatting, bending, standing, or lifting.
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