

# South Jordan City

## Job Description

**Title:** Daycare Coordinator  
**Org:** 230270  
**Pay Grade:** 13

**Effective Date:** 1/1/17  
**FLSA:** Non-Exempt  
**Workers Comp:** Municipal

### GENERAL PURPOSE

Perform variety of administrative and managerial duties related to planning, organizing, and coordinating the day to day operations of daycare programs and camps provided at the Fitness Center. Plan, organize, and directs daily operations, develop policies and procedures; establish goals and standards for operations consistent with the law and community interests. Voluntarily operate within the guidelines established by the State for day-care facilities. Plan, market, implement and evaluate community programs for youth and adults. Community programs may include areas such as recreation, sport, fitness, art, community education, leisure, special events, camps, and tournaments.

### SUPERVISOR

Recreation Facilities Manager

### MAY SUPERVISE ONE OR MORE OF THE FOLLOWING

Day Care Provider  
Recreation Aide  
Volunteers\*

\*if applicable

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Develop special programs to assist parents and children. Provide special services for seasonal events and demands. Oversee acquisition and maintenance of day care equipment, materials, and inventory; accounts for use and disposition of materials and teaching aides.

Purchase materials as needed, plan snack menus and day camp activities.

Oversee and participate in various levels of program record keeping and financial management.

Plan, market, implement and evaluate community programs for the fitness & aquatic center.

Implement programs within approved budget guidelines and assure cost recovery targets are achieved.

Secure alternative revenue sources as deemed necessary for program (i.e. donations, sponsors, partners, grants, etc.)

Coordinate program use with appropriate facility manager.

Manage community program registration, participation and completion using available software and online programs.

Monitor and record daycare and program participation and provide recommendations for service hours.

Professionally administer and monitor community programs.

Coordinate and oversee volunteer program administration.

Attend to participant needs and concerns assuring professional programming.

Perform other duties as assigned.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.

AND

B. Two (2) years of experience in above related duties;

2. Special Qualifications:

Valid Utah Class D Drivers License

Specialized training through a college, professionally sponsored certification programs preferred.

Valid Utah Class D Driver License

Valid First Aid and CPR Certification

Must be at least 21 years of age

Must submit to Tuberculin skin testing within 30 days of hire

Must meet State of Utah requirements to direct a daycare facility [This includes at least one of the following criteria: a) Bachelor's or Associates degree in Early Childhood Education or Childhood Development; b) Bachelor's degree in a related field with documented four courses of higher education completed in child development; c) A national or state certification such as Certified Childcare Professional, National administrator Credential, Child Development Associate (CDA); d) Two years of experience in child care, elementary education, or a related field; e) Two years or more working in a childcare facility or school environment.]

3. Knowledge, Skills and Abilities:

Knowledge of methods, techniques and procedures in the delivery of the community service program, common recreational and social needs of various age groups, principles and procedures for implementing and directing community services or recreation activities, principles and practices of program budget monitoring, and principles and practices of assigning and reviewing the work of others.

Skill in working with diverse groups, individuals, youth, and children, in interpersonal conflict/dispute resolution methods, and organization and implementation of programs and activities in a professional manner.

Ability to develop and coordinate a community service or recreation programs suited to the needs of the community; plan, organize, coordinate and implement a community services program; establish and maintain effective working relationships with those contacted in the course of work; analyze, interpret, and explain section polices and procedures; communicate effectively orally and in writing; train and evaluate contract and temporary personnel; prepare detailed reports and other written material; provide office support, answer phones, and interact with the public.

Skill in working with diverse groups, individuals, youth and children (ages 6 weeks – 12 years). Skill in interpersonal conflict/dispute resolution methods.

Ability to operate a personal computer and Microsoft products.

Ability to work independently and deal effectively with stress caused by continuous public contact; communicate effectively, verbally and in writing; operate standard office equipment; effective working relationships with supervisors, co-workers, and the public.

Ability to provide an exciting and stimulating environment for the South Jordan City daycare facility and off-track camp programs.

Excellent leadership, organizational and communication skills, as well as the ability to provide exceptional customer service.

Skill in event planning and coordination.

Ability to respond quickly and effectively to accidents and emergency situations that may occur.

Ability to identify children in the daycare whom are ill and/or contagious, and take precautions to ensure the health and safety of children, parents, staff and themselves.

4. Working Conditions for all Program Coordinators:

Incumbent of the position generally performs in an outdoor environment. Non-traditional working hours are required. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing, and seeing are essential to the performance of the job. Common eye, hand, and finger dexterity exist. Mental application makes use of memory for details, verbal instructions, emotional stability, critical thinking and creative problem-solving. Frequent local travel required in normal course of job performance. Periodic exposure to weather extremes.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Municipal Non-Exempt</b>	<b>EEO-4 Class:</b>	<b>Para-Prof</b>
<b>Location:</b>	<b>Fitness Center</b>	<b>EEOP Class:</b>	<b>Serv/Maint</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	<b>1171</b>