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**JOB TITLE:** Full TimeAfter School&Summer Camp Program Coordinator

**REPORTS TO:**  Director

**LOCATION:** Rock Hill SC

**Work Hours:** 10:00am – 6:30pm Monday- Friday (Hours may change depending on the needs of the program.)

**SUMMARY OF DUTIES**

Responsible for the after school program and summer camp daily activities and supervision of program staff & volunteers

## **RESPONSIBILITIES**

* Plan and conduct daily program activities and lessons for all age groups
* Purchase program materials and supplies
* Maintain all program records and files (attendance, discipline, registration, release, etc.)
* Manage program staff (supervision, evaluation, timesheets)
* Responsible for the oversight of program policies and procedures
* Pre pare snack or meals
* Light housekeeping duties
* Assist with transportation
* Attend trainings and meetings
* Perform administrative duties including data entry

**WORK EXPERIENCE**

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## Minimum: 1 year of experience working with school-age children

## Preferred: 1 year of experience programming for school-age children

## **EDUCATION REQUIREMENTS**

Minimum: High School Diploma or GED

Preferred: Associate’s Degree (In related field)

## **Skills and Qualifications:**

Telephone Skills, Typing, Documentation Skills, Meeting Planning, Verbal Communication Skills, Written Communication Skills, Dependability, Attention to Detail

**Applicant must be dependable and able to pass a background check. Salary is based on experience.**

If you are interested in applying for this position, please apply online at [www.campflight.org](http://www.campflight.org). Click on our contact page and complete the form.