

**CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION  
225 WHITE HORSE AVENUE  
CLEMENTON, NEW JERSEY 08021-3916  
856-784-2100**

**JOB DESCRIPTION**

**TITLE:** After School Program Coordinator

**QUALIFICATIONS:**

1. Bachelor/Associate degree in social work or related field or equivalent experience.
2. Minimum experience as determined by the Board.
3. Demonstrated organizational, communication and interpersonal skills.
4. Pass a Criminal History Review under the provisions of P.L. 1986, C116 and proof of U.S. citizenship or legal resident alien status.
5. Pass a physical examination in accordance with New Jersey statute, administrative code and Board policy.
6. Such additions and alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Instruction and/or Site Education Supervisor

**JOB GOAL:** To provide a variety of programs and activities that enhance and enrich the regular school program, provide opportunities for student to explore their interests and talents, and assist them to successfully transition from the Youth Center to the school environment to complete their education.

**PERFORMANCE RESPONSIBILITIES:**

1. Organizes and supervises a series of regularly scheduled enrichment programs and activities for students outside the regular school day including evenings, weekends, and days on which school is not in session.
2. Organizes and supervises programs and services to involve parents/guardians in efforts to improve the educational achievement of their children, assist in dropout prevention activities and prevent involvement in delinquent activities.
3. Identifies and maintains liaison with community agencies and other resources that can assist in the successful transition of students upon leaving the Youth Center.

4. Monitors and evaluates each program and activity for effectiveness and appropriateness.
5. Prepares and submits reports and other documents as required
6. Assists in the preparation and administration of the program's budget.
7. Performs any other tasks or duties as assigned by the Superintendent.

**TERMS OF EMPLOYMENT:** Part time. Twelve months. Contract terms and salary to be determined by the Board of Directors.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of New Jersey statute, administrative code, and Board policy.

**Board Approved: 10/7/2009**