



# WESTBURY UNITED METHODIST CHURCH

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## S.T.A.R.R After School Program

**Self Discipline, Team Player, Accountable for Ones Actions, Responsible, Respectful to All**

**Job Summary:** The Coordinator is responsible for the overall development, implementation, and supervision of the S.T.A.R.R After-School Program at Westbury United Methodist Church. **He/she** serves as the liaison to school staff and is responsible for required documentation reports. **The position requires a 20** hour a week schedule. More hours may be required in order to fulfill responsibilities outside of daily program oversight.

### Major Duties:

- Provide overall leadership for the After-School Program and the development of school and Westbury UMC partnerships throughout the school year. The Coordinator will report directly to the Pastor.
- Responsible for program and staff scheduling.
- Supervise group leaders, program aides, consultants, administrative staff and volunteers; complete timely performance evaluations.
- Conduct weekly staff meetings and meet with staff members individually as needed to address their needs.
- Conduct program outreach and coordinate enrollment and registration for all programs at the After-School Program.
- Develop and oversee the implementation of engaging, age-appropriate activities.
- Ensure the safety and cleanliness of the site.
- Develop at least 1 family engagement activity each quarter as well as facilitate parent orientation to cover program policies and expectations, child behavior and health and safety issues.
- Provide daily guidance and support for participants regarding personal and/or in-school issues that affect success in the program.

- Ensure appropriate utilization of internal and external databases of all record keeping in regard to the program. This will include but not be limited to maintaining accurate records of all student information such as names of guardians, addresses, and phone numbers.
- Complete required narrative and statistical reports to be submitted to the Pastor in a timely fashion.
- Participate in appropriate school-based teams or committees and assume responsibility for partnerships with other community groups.
- Coordinate with the Pastor to complete all documents for Department of Health Licensing and Partnering agencies (e.g. City Society, Parish Development and any additional partners).
- Monitor program budget.
- Oversee implementation of Quality Improvement (QI) activities
- Work collaboratively with central office staff, providing information as needed in an efficient manner.
- Ensure program's compliance with Department of Health (DOH), City Society and other partners.
- Driver's license needed to do store runs as necessary.
- Perform other duties as assigned.

### **Qualifications:**

- Associate's Degree in a relevant field required, Bachelor's Degree preferred. (education, psychology or social work)
- Minimum of 2 years of experience working in an after school/recreation program for elementary school children **or same number of years working as an elementary school teacher**
- Supervisory experience in a youth serving program.
- Strong leadership and collaboration skills.
- Driver's license required.
- Must be available for state and partners training requirements.
- Must have a commitment to work from a strength-based youth and family development perspective.

### **General Requirements:**

All staff are expected to be committed to the mission, vision, and values of the S.T.A.R.R. After-School and the United Methodist Church, which includes involvement in quality improvement activities and a willingness and ability to work within a culturally diverse environment.

S.T.A.R.R is an Equal Opportunity Employer and complies with the requirements of the Americans with Disabilities Act. We encourage all qualified individuals to apply. Any offer of employment is contingent upon receiving satisfactory references and approval of hire by applicable regulatory bodies, as appropriate. Falsification or omission of relevant information in connection with any application for employment is grounds for denial or dismissal. A background check and Safe Sanctuary training must be completed to be considered a candidate.