Gilliam County Public Health (GCPH)

Condon Summer Program Coordinator

**DESCRIPTION**

The Condon Summer Program Coordinator provides culturally competent and appropriate

activities to school aged children of Condon during summer months. The position provides activities and a program in accordance with the mission and values of Gilliam County Public Health.

**JOB DUTIES**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job:

· Provides a variety of life skills training to school aged children during the summer.

· Organize, plan and implement a daily program that provides life skills activities for

 children.

· Lead daily program and manage children.

· Lead a group of high school student workers who assist with the program.

· Communicate with parents, community members and GCPH staff in a professional

 and respectful way.

· Complete any paperwork required in an organized and timely manner.

· Other duties as assigned.

**QUALIFICATONS**

The qualifications listed below are representative of the knowledge, skills, and/or abilities required to perform the essential functions of this job.

 Knowledge, Skills and Abilities:

· Must have effective and positive leadership skills

· Customer service and detail oriented

· Must be able to communicate effectively in written and oral form

· Ability to stay organized and be flexible

· Ability to plan daily activities for children

 Minimum Requirements:

· Must pass a criminal background check

· Must have a high school diploma

· Must have had employment in the past with a supervisor outside of family

· Must have some knowledge of psychology and working with children

**PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met to successfully perform the job. The employee is frequently required to sit, walk, or stand; use hands and fingers to handle or feel; reach with hands and arms; and ability to talk and hear. The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must be able to respond quickly and efficiently to children.

**WORK ENVIRONMENT**

Work is performed outside, in the school and occasionally at the GCPH office. The noise level in the school and office is usually moderate, but occasionally one may be exposed to loud noises. The noise outside is often difficult to predict.

This position exposes the employee to the everyday risks or discomforts which require normal safety precautions typical of such places as an office or school environment.

**SUPERVISION**

Supervision Received

This position will be supervised by the Gilliam County Public Health Administrator and/or the South Gilliam Health District Administrator.

Supervision Exercised

While this position doesn’t technically supervise other employees, this position will have some level of leadership over high school students hired to work in the program.

**LENGTH OF EMPLOYMENT**

This position is a temporary, part-time position, not eligible for benefits. This position will be employed from roughly the beginning of June to the end of August.