



DATE ISSUED: 08/06

FLSA: Exempt

PTO: VCS

JOB DESCRIPTION

TITLE

Coordinator, Family Services

JOB SUMMARY

Provides direction for the Clubhouse Children's Recreation Program and services and programs for students with young families. Responsibilities include the overall responsibility for the planning and administration of an after-school and summer recreation program for school age children of TWU students. Provides supervision and training of personnel including recreation leaders and student volunteers, graduate student interns, and practicum students from a variety of academic disciplines across the university. Works closely with the Family Housing Residential staff and other Student Life staff to provide programs and services for students with children. This position is committed to working with individuals and groups of children and their parents within a university. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Director of University Housing for Residence Education

Supervises: Supervises Student Assistants, interns, and volunteers

PRIMARY DUTIES - May include, but not limited to the following:

Directs the daily operation and administration of the Clubhouse program.

Ensures compliance with standards and regulations set forth in the Minimum Standards Rules for Licensed Child Care Centers as defined by the Texas Department of Family and Protective Services.

Maintains daily attendance records and other documentation as required by the State of Texas and Child Care Services (CCS).

Collects permission slips, waivers, health records, etc., and obtain parent's schedule to enable access in case of emergency.

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Works closely with the appropriate Housing and Facilities Management staff to ensure that regular maintenance and cleaning of the classroom, recreation areas, and vehicles including the playground equipment.

Develops and implements program/activity schedules and lesson plans for the Clubhouse program.

Monitors the Clubhouse budget and inventory of supplies.

Evaluates the Clubhouse activities monthly during the Fall and Spring semesters and weekly during the summer; provides a monthly report and an annual summary evaluation of the recreation program to the Assistant Director of University Housing.

Maintains a developmentally sound discipline system for the children's recreation program.

Maintains proper safety precautions in the center, on playgrounds, and in vehicles used by the center.

Communicates concerns and any incidents that occur with the children to the appropriate parent(s) on a daily basis and in a timely manner. Maintains proper documentation for any incidents that occur. Submits reports to supervisor immediately. Takes corrective action and follows up on incidents in a timely manner.

Directs weekly staff meetings with the Clubhouse staff.

Advertises and promotes the Clubhouse program and other family programs through written and electronic media.

Serves as a resource for the department on children's recreational activities and child development.

Coordinates outreach programs for parents, children, families, or groups of residents, as needed.

Assists the Lowry Woods Area Coordinator with the mediation of conflicts within the family housing setting.

Identifies state, local, and university resources that are available to students with families in the form of aid, grants, and scholarships.

Serves on the Single Parent and Family scholarship and emergency aid committee.

Assists with research on various aspects of family housing and childcare as identified, including the preparation of reports and other special projects involving families and single parents.

Participates in departmental/division staff meetings and serves on departmental, division and university committees.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor's degree in Child Development/Family Sciences/Elementary Education or a closely related field with a minimum of 12 academic credit hours of Child Development and 6 academic credit hours in Business Management courses required. (Transcripts of all academic coursework are required). Additional job related experience may substitute for some of the required education on a year for year basis.

EXPERIENCE

Two years childcare provider experience with childcare administration experience preferred.

REQUIREMENTS

Meet the State of Texas' Minimum Standards Rules for Child Care Center Director; Meet the State of Texas' Minimum Standards Rules for Child Care Providers; be certified in adult and child CPR; be certified in First Aid; pass required background security checks; Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization from the University.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Knowledge of good business practices.

Knowledge of administration, and child care center management experience.

Supervisory experience and interpersonal and communications skills.

Knowledge of accreditation/licensing standards of Texas Department of Family and Protective Services.

Ability to plan for, direct, and evaluate a child care center, effectively using human resources, time, and funds for the accomplishment of university goals.

Knowledge of standards governing the operation of a child development facility.

Ability to maintain working relationships with parents, university employees, and the public.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Knowledge of management methods and ability to provide administrative guidance and provide direct training and supervision as needed.

Ability to apply budgeting and fiscal planning techniques within financial constraints.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Knowledge of the development and skills of young children, including ages 5-12 years.

Ability to organize and supervise activities for groups of children.

Ability to communicate effectively, both orally and in writing, in person and by phone.

Ability to respond to emergency situations in a timely manner.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 30 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors and outdoors at times. The noise level in the work environment is low to moderate. The employee may be required to travel.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

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Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.