

Job Description

The Clubhouse Recreation Coordinator has the overall responsibility of providing child care to the children in the Clubhouse as well as assisting the Family Services Coordinator with the implementation of an after-school and summer recreation program for elementary school age children of TWU Family Housing residential students and TWU commuting students. In the absence of the Family Services Coordinator the Recreation Coordinator will assume the immediate duties of the Family Services Coordinator. The Recreation Coordinator reports directly to the Family Services Coordinator.

**QUALIFICATIONS**

The Clubhouse Children's Recreation Coordinator must be at least 21 years of age, has taken 12 credit hours of Child Development/Education or comparable courses. Candidates must be admitted to a graduate or undergraduate program at Texas Woman's University in the areas of, child development, elementary education, kinesiology, or a closely related field.

Candidates should have previous childcare or children's recreation experience. The Recreation Coordinator should be committed to working with individuals and groups of children and their parents within a university residential environment.

Continued employment is determined by mutual renewable agreement each semester.

TWU is an Equal Employment/Affirmative Action Employer.

**REMUNERATION**

The Recreation Coordinator is paid an hourly wage and can expect to work approximately 20 hours per week, more hours are available during break periods. Current wages are \$8.00 per hour.

**REQUIREMENTS**

During the period of appointment, the Recreation Coordinator must be enrolled as a student at Texas Woman's University.

In addition to enrollment as a student at the University, continued renewal of this appointment, among other criteria, shall include maintaining a minimum 3.0 cumulative graduate grade point average or 2.5 cumulative undergraduate grade point average.

The Recreation Coordinator must meet all the requirements of The Minimum Standards for Childcare Providers as defined by the state of Texas. This includes health status, immunizations, as well as certifications and continuous training requirements.

Applicants must be available to work during the hours when the Clubhouse is in operation. Fall and Spring semesters the Clubhouse is open Monday through Friday from 3pm to 6 pm. Staff is expected to report to work at least half an hour to one hour before the Clubhouse opens, in order to pick up the children from school. During the fall and spring there are limited times when the Clubhouse is open additional hours from 7:30 am – 5:30 pm or from 1 – 5 pm.

During the summer, the Clubhouse is open from 7:30 am to 5:30 pm Monday through Friday. Staff should be available to work a minimum of one 5 hour shift either in the morning or afternoon or an all day (8 hour) shift.

This position is security sensitive. Applicants must pass a background security check and criminal history check through the Texas Department of Family and Protective Services. You must attach a copy of your state issued driver's license and copies of all other pertinent certifications and licenses to this application for consideration. Incomplete applications will not be considered.

Recreation Coordinator  
General Responsibilities

Provide appropriate care and supervision for the children in the Clubhouse program at all times

Follow all policies, procedures, and guidelines as established by the Department of University Housing, The Clubhouse, Child Care Licensing, and any relevant federal and state agencies.

Issue equipment and instruct children in the proper use of the equipment

Implement program/activity schedules and lesson plans

Maintain developmentally sound discipline

Enforce proper safety precautions, rendering first aid and/or CPR if necessary

Communicate concerns and/or any incidents that occur with the children to supervisor immediately

Appropriately document any incidents that occur and report to your supervisor immediately

Attend weekly staff meetings and other meetings with supervisor as needed

Attend regular training sessions

Transport children to and from the Clubhouse

Attend field trips and other off-campus activities with the children

Be able to lift and carry at least 30 lbs

Hand, body, and mind dexterity required

Drive University owned/leased vehicles

Maintain valid certification for adult & child First Aid and CPR

Maintain valid driver's license and certification for TWU vehicle driver authorization

Meet state of Texas' minimum standards required for child care providers

Practice proper hygiene at all times

Pass the required health exams, receive required immunizations, and provide proof of such to the supervisor

Communicate concerns and/or any incidents that occur with the children to the Family Services Coordinator and appropriate parent(s) on a daily basis and in a timely manner. Maintain proper documentation for any incidents that occur. Submit reports to supervisor immediately.

Carry out other duties as assigned by the Family Services Coordinator, Family Housing Area Coordinator, Assistant Directors and Director of University Housing.

Clubhouse After School and Summer Recreation Program

Recreation Coordinator Application

Please print or type legibly

Name – Last, First, MI

TWU Student ID number

Date of Birth (MMDDYY)

Today's Date

Classification (Fr/So/Jr/Sr/Grad)

Cumulative GPA

Last semester GPA

Classification (Fr/So/Jr/Sr/Grad)

Major

Minor

Your email address: \_\_\_\_\_ Date Available for Work: \_\_\_\_\_

Campus Address and Phone#: \_\_\_\_\_ 271-\_\_\_\_\_

Name of Residence Hall & Room Number

Local/Mailing Address: \_\_\_\_\_

(P.O. Box for on-campus residents)

City/State/Zip

Area Code and Phone Number

Permanent Address and Phone#: \_\_\_\_\_

Street Address

City/State/Zip

Area Code and Phone Number

Do you have a Defensive Driving Certificate?  Yes  No If yes, expiration date: \_\_\_\_\_

Are you certified in Child CPR?  Yes  No If yes, expiration date: \_\_\_\_\_

Are you certified in first aid?  Yes  No If yes, expiration date: \_\_\_\_\_

Are you certified in Red Cross Life Saving?  Yes  No If yes, expiration date: \_\_\_\_\_

Do you hold a TWU Drivers Authorization Permit?  Yes  No

Do you have a current valid U.S.A. Driver's License?  Yes  No

Do you have any condition that may limit your ability to perform the job duties of a Recreation Leader?

Yes No If yes, please explain:

Have you ever been convicted of a crime? Yes No If yes, please explain:

Have you ever been subject to disciplinary action as a result of a conduct violation of Housing or University policies/ standards? Yes No If yes, please explain:

What experiences and qualities do you have which will help you in this position?

What special talents, such as music, art, drama, etc., do you have experience in that will help you work with young children?

Previous employment: List recent employers, addresses, phone numbers, positions held. Please include employment working with children. Use additional paper if necessary.

Employment History – List recent employers, addresses, phone numbers, and positions.

Employer	Address	Phone	Position/Dates
Employer	Address	Phone	Position/Dates
Employer	Address	Phone	Position/Dates
Employer	Address	Phone	Position/Dates

List any previous TWU work experience.

Department	Supervisor's Name	Dates Employed	Reason for Leaving

References – Provide three (3) references. These references should be persons who have known you for more that 6 months and can evaluate your ability to work with young children. A relative or friend cannot complete your references. Former or current employers and supervisors may serve as references.

Name and Title	Telephone Number
Name and Title	Telephone Number
Name and Title	Telephone Number

Please attach a copy of your class schedule for the semester you are seeking employment, and copies of your valid certifications and licenses. State law requires employees at childcare facilities to pass a background security check.