

HUDSON CITY SCHOOL DISTRICT  
HUDSON, NEW YORK

NOTICE OF ANTICIPATED VACANCY

**AFTER SCHOOL PROGRAM COORDINATOR  
(Funded through My Brother's Keeper Grant)**



**LOCATION:** JUNIOR HIGH SCHOOL

**HOURS:** FULL-TIME 12 MONTH POSITION  
Monday-Friday – 9:30 a.m. to 5:30 p.m.

**EFFECTIVE:** OCTOBER 24, 2017

**SALARY:** \$30,000 annually (pro-rated)

**QUALIFICATIONS:** This is a provisional appointment. Candidate will be required to take the Columbia County Civil Service Exam when offered and be reachable.

**Preferred:**  
 Prior experience in youth programming  
 Ability to manage competing priorities  
 Skill as an effective communicator, both verbally and in writing

**RESPONSIBILITIES:** See Civil Service Job Description on back

**Interested Applicants (not already employed by the HCSD):** Please submit a non-instructional employment application and three completed reference forms (at least one reference should be an employment reference). High School Diploma or equivalent is required. Applicants must be fingerprinted through NYS Education Department and speak, read and write fluent English. Applications and references can be sent by:

- Email: [HUDSONCSDJOB@HUDSONCSD.ORG](mailto:HUDSONCSDJOB@HUDSONCSD.ORG)
- Mail: Sharifa Carbon, School Business Administrator, 215 Harry Howard Ave., Hudson, NY 12534

**Current Employees** may apply by submitting a letter of interest to Kathy Clark, After School Program Director and Sharifa Carbon, School Business Administrator.

**Deadline to apply is October 15, 2017.** Please include the posting number (N092217-21) on your correspondence.

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The Hudson City School District hereby advises students, parents, employees and the general public that it offers employment and educational opportunities, including vocational education opportunities, without regard to sex, race, color, national origin or handicap. We welcome applications from those who contribute to our diversity.

## After School Program Coordinator

**Distinguishing Features of the Class:** The Program Coordinator will develop, schedule and coordinate extended day, weekend and vacation period activities for students in Grades K-12. The Program Coordinator will report directly to the Superintendent of Schools or Program Director or the Superintendent's designee. Supervision may be exercised over subordinate staff. Does related duties as required.

### **Typical Work Activities (illustrative only):**

- Plan age appropriate after school activities.
- Develop and implement a budget that is within the Grant guidelines.
- Submit brochure with detailed information regarding the grant's goal and objectives. Include detailed description of each program
- Meet with Program Director monthly to implement programs.
- May act as a liaison between schools to provide programs that fit the components of the grant.
- Meet with principals, teachers, students and parents to determine appropriate programs.
- Interview and hire instructors and student helpers.
- Prepare periodic reports and presentations for the Board of Education and local civil organizations.
- Provide community with information regarding programs and activities by submitting articles to local newspapers, school newsletters and local cable access channel.
- Meet with other schools to plan collaborative events.
- Submit paperwork to Columbia County Child Care Connection.
- Supervises work of subordinate staff.
- May coordinate continuing education activities.

### **Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:**

Thorough knowledge of age appropriate activities and programs for youth of various ages (grades K-12); ability to communicate orally and in writing; ability to organize and maintain accurate records and files; ability to plan and supervisor the work of others; ability to develop effective working relationships and deal diplomatically with parents, teachers and the public. Physical condition commensurate with the demands of the position.

### **Minimum qualifications:**

- A. Graduation from a regionally accredited NYS registered college or university with a Bachelor's Degree and one (1) year of experience organizing programs for youth including age appropriate activities and budgets. OR
- B. Graduation from a regionally accredited NYS registered college or university with an Associate's Degree and two (2) years of experience organizing programs for youth including age appropriate activities and budgets. OR
- C. Graduation from high school or high school equivalency diploma and 4 years of experience as defined in a above. OR
- D. An equivalent combination of training and experience as defined by the limits of (A) (B) and (C) above.

**Approved by Columbia County Civil Service Commission 5/29/01**

**Adopted: Columbia County Civil Service Commission 06/12/01 competitive**

**Amended & Adopted: Columbia County Civil Service Commission 5/13/03 competitive**