



**Job Description:** School's Out Coordinator

**Department:** Recreation

**Immediate Supervisor:** Recreation Coordinator

**Supervises:** School's Out Counselors

**Job Summary**

Under the general supervision of the Recreation Coordinator, the School's Out Coordinator is responsible for leading the CARD School's Out Program including planning and organizing camp activities. Program will take place when Collinsville Unit #10 is out of school for atypical holidays, teacher's institutes, and parent teacher conferences.

- Supervise all School's Out Counselors effectively.
- Work with Recreation Coordinator to determine needs for program supplies.
- Design and implement a full day of activities for elementary and middle school aged participants.

**Qualifications:**

- Bachelor's Degree or sufficient experience working in a camp or education setting with children.
- Must have experience supervising children.
- Must be safety-minded.
- CPR or First Aid preferred.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, and requirements.