



**BROOKLAND-LAKEVIEW**  
**EMPOWERMENT CENTER**

*Empowerment is the key.*

**Brookland-Lakeview 21<sup>st</sup> Century COLA Program**  
**21<sup>st</sup> Century Community Learning Center (CCLC)**

**Activity Coordinator (Part-Time)**

**Position Type: Classified**

**Salary: \$20.00 an hour**

**General Description of the Position:**

The Activity Coordinator is responsible for the creation and implementation of the activity schedule, both instructional and recreational. The Activity Coordinator will be a part of the Brookland-Lakeview 21<sup>st</sup> Century COLA Program instructional team, along with the teachers and the 21<sup>st</sup> Century COLA Program staff. The Activity Coordinator will report to the Project Director.

**Specific Duties and Responsibilities:**

- Provide support and guidance for all program participants while developing appropriate positive relationships.
- Maintain a constructive and energetic attitude while being an encouraging role model for all participants, parents, and staff.
- Inform the Project Director of any program participant's illness or injury immediately.
- Adhere to program schedule for activities and sessions.
- Create a safe and balanced activities schedule incorporating creative high-energy activities as well as activities that promote education. Provide motivation, support and guidance for the participants and staff in the implementation of activities to boost morale.
- Maintain and resupply activity inventory, supplies, and equipment by notifying the Project Director two weeks prior to need.
- Attend and participate in scheduled program meetings by providing updates and feedback.
- Develop age-appropriate, child-centered activities. Respond to the interests of the participants in the creation of new activities.
- Provide the Project Director with the activities schedule two weeks prior to sessions. Notify the Project Director of any anticipated changes immediately. Provide all staff with the activities schedule weekly and advise of any changes.
- Prepare for activities in advance of the participant's arrival.
- Maintain control of the participants and delegate roles to volunteers (as needed) prior to the start of activities.
- Perform other duties as required to ensure the smooth operation of the program.

**Skills and Experience Qualifications:**

- Strong teaching abilities.
- Experience in working with children in an afterschool program, camp, instructional, or community setting.
- Must enjoy working with children and having fun while promoting education.
- Ability to listen, communicate, solve problems, and create positive situations with various people.



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- Ability to relate to and motivate participants, parents, and staff.
- Ability to work collaboratively in a team.
- Experience with using Microsoft (Word, Excel, PowerPoint).
- Effective communication and organization skills.
- First Aid and CPR certification is desired.

**Work Schedule:**

Monday-Friday, 2:30 pm-6:30 pm

**Working Conditions:**

Work is normally conducted both indoors and outdoors.

**Application Requirements:**

To apply for the Lead Certified Teacher position, please email your resume, BLEC application and three (3) letters of reference to the project director, Brookland-Lakeview 21<sup>st</sup> Century COLA Program at [Lakeview@brookland.cc](mailto:Lakeview@brookland.cc)

A background screening will be conducted. If you have any questions or need more information, please call (803) 744-1967.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.