
Interested individuals must come to the Human Resources Office to complete an application for the position between the hours of 8:00 and 5:00, Monday through Friday or online at the Pulaski County website at www.pulaskicounty.net. The Human Resources Office is located in Suite 100 of the Pulaski County Administration Building - 201 S. Broadway, Little Rock.

POSITION: **SITE COORDINATOR (Part-Time)**
This position is open to Pulaski County employees and the General Public.

HOURLY RATE: **\$10.00 per hour (up to 29 hours per week)**

DEPARTMENT: **YOUTH SERVICES (4083) Little Scholars**

THE POSITIONS AVAILABILITY CONTINGENT UPON GRANT FUNDING.

PRIMARY RESPONSIBILITY/FUNCTION: Responsible for the after school programming for youth ages 6 through 18 years.

ESSENTIAL JOB FUNCTIONS:

- Provides youth with support and guidance through life skills programs.
- Provides educational programs focused on improving youth's overall academic achievement.
- Assists youth with homework and enhances academic performance.
- Maintains filing system on all youth and accurate records of timesheets for payroll.
- Provides information to Program Director for monthly programming.
- Oversees all program activities and provide snacks and mini meals for youth.
- Provides a clean and safe program environment.
- Serve as a mentor by providing a positive and professional example.
- Provides transportation of youth to activities as needed.
- Performs other related duties as assigned.

PHYSICAL REQUIREMENTS:

- Digital dexterity necessary for keyboard operation.
- Visual acuity necessary for use of the computer screen.
- Ability to lift up to 25 pounds.

WORKING CONDITIONS:

Work is performed primarily in a smoking-restricted environment with frequent visits to outside agencies and departmental activities and functions. Weekend and evening work may be required.

MINIMUM QUALIFICATIONS:

- Completion of college level coursework in Education, Communication, or a related field;
- Considerable experience working with youth; **OR**
- Any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

ADDITIONAL REQUIREMENTS:

- Must possess or be able to immediately obtain a valid Arkansas Driver's license.
- Employment is contingent upon satisfactory completion of the following pre-employment requirements: criminal background check, sexual offender check, child maltreatment check and adult maltreatment check by appropriate licensed agencies.

OPEN DATE: 08-08-2018

CLOSE DATE: 08-14-2018 (5:00 p.m.)

Please Note: Applications will not be accepted after the Close Date. A selection will not be made until the Close Date and all applications have been received by the selecting official.

08 August 2018

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