Vacancy Notice

LINKS FOR LEARNING Summer Program
Activities Coordinator

Contact:   Terri Hartly  
Livingston School District  
315 North 8th Street  
Livingston, MT 59047  
(406) 223-5288  
Terri.Hartly@livingston.k12.mt.us

Deadline:   Until Filled

Require:   Bachelor’s degree from an accredited university preferred  
Recent experience working with groups of children in K-8 classrooms  
Experience implementing reading/math interventions  
Experience and knowledge of Common Core standards  
District application, letters of reference

Hours:   40 hours/week during the LINKS Summer program (7 ½ weeks)

Wage:   $15.45 per hour  
8:30-5:00 Monday – Friday (June 12th-June 28th & July 8th-August 9th)

Duties:
1. Plan and implement reading and math interventions citing Common Core Standards.
2. Plan and implement a variety of academic, arts, and cultural enrichment activities based on the themes of each camp session.
3. Supervise program aides and volunteers working with children.
4. The activities coordinator will be responsible for implementing effective classroom management in order to create a calm, engaging and nurturing learning environment.
5. The activities coordinator will be responsible for chaperoning field trips off site.
6. The activities coordinator will communicate regularly with parents, other LINKS staff and the director.
7. The activities coordinator will be expected to function as part of a team, attending staff meetings and training sessions as required.
8. The activities coordinator will ensure that building use guidelines are followed.
9. Collect data and keep records as determined by the director.
10. Be on time in terms of an agreed upon schedule and contact the program director if unable to report to work.
11. The activities coordinator will possess a positive attitude towards education and children.
12. The activities coordinator will perform other duties and responsibilities as assigned by the director.