

**PROGRAM GROUP LEADER
(OUT OF SCHOOL TIME COMMUNITY SUSTAINABILITY PROGRAM)**

Position Purpose:

The purpose of this position is to provide direct care to program participants of Out-Of-School-Time Programming and other Community Sustainability Programming and to assist as needed with administrative, programming, and similar work. Provides support for other Community Services Department functions as directed. Performs all other related work as required.

Supervision:

Supervision Scope: Performs very responsible duties requiring considerable judgment and initiative in completing work with a considerable amount of independent latitude.

Supervision Received: Works under the supervision of the Program Supervisor and under the general direction of the Community Services Deputy Director: Recreation & Beach and Community Services Director; the employee functions independently referring specific problems to supervisor only where clarification or interpretation of department policies or procedures are required.

Supervision Given: Has supervisory responsibility for all children enrolled in the programs.

Job Environment:

Majority of work is performed in a moderately noisy classroom environment. Some work is performed outdoors with exposure to various weather conditions. Some work is performed in an office setting.

Regularly operates a computer, telephones, facsimile machine, other standard office machines, and a variety of recreational equipment. Occasionally operates an automobile.

Interacts frequently with department staff, children, Truro Central School, and regularly with town residents, town employees, local community organizations. Contacts are in person, by telephone, in writing and involve discussing routine to complex information and require some perceptiveness and persuasion.

Has access to confidential and personal information about program participants, which requires the application of appropriate judgment, discretion and professional protocols.

Errors in judgment may result in significant delay or loss of services, possible injury to program participants, damage to buildings/equipment, monetary loss, and have legal repercussions.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Responsible for providing direct care for children in programs, ensuring safety, encouraging learning, fostering nurturing relationships and supporting children in their development. Plans and executes a variety of developmentally- appropriate activities.

Assists the Program Supervisor in the implementation of out-of-school time programs for the community, including the administration and day-to-day operations of programs. Programs must support families' needs and shall include after-school programming, summer programming to augment recreation programming, and school vacation week programming. Considers and periodically solicits feedback to improve programming. Additional programs and special events may be established as well.

Assists the Program Supervisor in curriculum planning, activity planning, activity preparation, program set up and breakdown, light cleaning of program space, minor maintenance/repairs related to program supplies, preparing permits as needed, ordering supplies, etc.

Assists the Program Supervisor in advertising all programs and preparing communications related to the program.

Assists the Program Supervisor in developing protocols, procedures, family handbook, calendars, and staff manuals or checklists as required. Creates and maintains record keeping systems. Manages program registration, enrollment, attendance records, medical records, injury reports, any fee collection and associated records related to programming, consent forms, and similar records.

May assist the Program Supervisor with orientation and training of new employees, and scheduling; overall program design, philosophy and daily operation; development of policies and procedures for the program and evaluation of the program. May assist in maintaining records of personnel training, development, and certifications.

Communicates with parents and caregivers as needed in-person, by phone, and in-writing regarding child's development, progress, activities, etc.

Engages families as appropriate to foster positive relationships and encourage sense of community. Participate in community events as appropriate or as directed.

Meets and collaborates with school officials and educators as needed.

Meets and collaborates with other Community Services Department staff and Town departments as needed or as directed by the Program Supervisor.

Participates in professional development/training as requested by supervisors and/or school department.

Provides care for children for Town Meetings, special meetings, and special community events as needed.

Mitigates participant conflicts and participant interventions. In consultation with the Program Supervisor, makes appropriate referrals or implements behavior management plan as prescribed by handbook. In consultation with the Program Supervisor, develops and/or works with the school to adhere to appropriate child support/ intervention/ health care plans as needed. Assists in maintaining all appropriate paperwork associated with plans and participates in related meetings.

Assists with the administration of childcare voucher program (advertising, soliciting or completing Program Administration services, developing forms, collecting applications, etc.) as directed.

Maintains confidentiality, promotes program and school values, adheres to all Town policies, including Policy #26 Equal Opportunity Policy Statement, and strives to meet or exceed best practices in the field.

Reports issues to the Program Supervisor.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

High school diploma or equivalent; six months of experience working with school age children including three months of supervised experience at a school age child care program; or any equivalent combination of education and experience.

Special Requirements:

Possession of a Valid Massachusetts Driver's License.

CPR, AED and First Aid Training/Certification, or ability to complete prior to employment.

Must be at least 18 years of age at date of hire.

Knowledge, Ability and Skill:

Knowledge: Working knowledge of the principles and practices of recreation and child development. Working knowledge of education, recreation, and childcare best practices.

Working knowledge of computers and PC-based software, word processing, spreadsheet, and desktop publishing.

Ability: Ability to communicate effectively and efficiently verbally and in writing. Ability to participate in all activities required. Ability to effectively supervise children. Ability to deal tactfully, patiently and appropriately with a variety of people including children and families. Ability to be flexible and multi-task. Ability to work effectively under time constraints to meet deadlines.

Skill: Excellent written and verbal communication skills; strong organizational and teaching skills; and problem-solving skills required. Proficiency with computers and skill in operating above mentioned equipment required.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is constantly required to move in and around Town and School buildings and parks. Occasionally required to move or lift up to 50 lbs. Frequently required to access equipment at floor level or on high shelves. Frequently required to move across grounds to access areas of the facility used by the program. Regularly required to attend field trips at various locations with various terrain. Frequently required to participate in activities with children, including active play and games. Communicates in-person frequently and in writing occasionally. Required to operate all program equipment, including any new equipment assigned. Required to monitor children and detect safety concerns on and off-site. Must be able to perform CPR and basic first aid. Frequently required to communicate effectively with children, members of the public and Town or School staff. Occasionally works in outdoor weather conditions. Must be able to identify written communication and be able to accurately input data into a computer system. Often required to position self to store/collect supplies that are stored on high shelves. Regularly positions self to maintain equipment and facility and to store/collect supplies that may be low to the ground or reachable by ladder.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)