

PROGRAM SUPERVISOR/ SITE COORDINATOR (AFTER-SCHOOL PROGRAM)

Position Purpose:

The purpose of this position is to perform administrative, programming, and supervisory work in assisting the Recreation & Beach Director in the planning, scheduling, and directing the operations and managing the After School Program for K through 6th Grade. 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 administrative direction of the Recreation & Beach 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 one employee and 13 – 26 children enrolled in the program.

Job Environment:

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

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

Interacts frequently with town residents, town employees, department staff, children, Truro Central School, and 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.)

Assists the Recreation & Beach Director with administrative work associated with orientation, training, supervision and evaluation of program personnel; overall program design, philosophy and daily operation; development of policies and procedures for the program and evaluation of the program.

Helps prepare children to participate in recreation activities.

Supervises bus drop off and signs in children.

Plans and executes activities; recruits participants, encourages participations and solicits ideas and feedback from participants regarding programming.

Responsible for helping plan various special events and recreation activities.

Stimulates interest and helps direct a variety of competitive and non-competitive games and activities.

Adheres to and ensures compliance with all EEC regulations and maintains associated records.

Monitors accounts and notifies parents of overdue balances, collects fees and records collections in software.

Sets up for daily activities.

Deals with interior group problems and minor discipline situations.

Creates, distributes, collects and maintains registrations, enrollment forms, calendars and information for families.

Reports issues to the Recreation & Beach Director or Assistant.

Assists in the maintenance of registration records, attendance records and parental consent forms for all program participants. Assists with some aspects of program licensing.

Assists with maintenance of facilities and equipment as required.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree in Early Childhood Education, Recreation, or related field; and minimum of one year experience working with school-age children and as Activities Counselor; 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.

CORI, SORI checks.

Must be Site Coordinator qualified or eligible to be Site Coordinator qualified by the Massachusetts Department of Early Education & Care.

Must be at least 20 years of age at date of hire.

Knowledge, Ability and Skill:

Knowledge: Working knowledge of the principles and practices of recreation and early child development management. Working knowledge of basic finance/accounting/budgeting. Knowledge in the care of recreation facilities, the use of recreation equipment, materials, tools, and other department resources. 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 at all times. Ability to participate in all activities required. Ability to delegate responsibility and work well with subordinates. 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. Supervisory and program management skills. Problem-solving skills. Proficiency with computers. Skill in operating above mentioned equipment.

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 buildings, parks, and other municipal facilities. Employee is frequently required to perform duties indoors and outdoors with exposure to variable weather conditions. Employee frequently moves and lifts equipment of varying weights including objects weighing up to 100 lbs. Frequently required to participate in active play and games with children. This employee frequently communicates with members of the public and other Town staff. Must be able to exchange accurate information in these situations. Must be able to identify written communication and

be able to accurately input data into a computer system. Frequently required to use office equipment, radios, and motorized vehicles. 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. Must be able to detect dangerous weather conditions from near and far distances. Ability to perform CPR.

(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.)