

## **Before & After School Program Supervisor**

### **Job Description:**

The Before & After Program Supervisor is responsible for providing a safe, enjoyable experience for all children ranging in ages from K – 4th grade. This work requires taking direction, the ability to take charge, engaging children in activities, and good judgment skills. The person in this position will be required to participate and supervise the safety and well-being of all staff and children during activities.

### **Part-Time, Permanent Position:**

The After School Program schedule began in August: Varied hours to include After School program 2:00 pm - 6:00 pm, Mon-Fri (Slight variations in hours and schedules are possible due to schedule changes). If desired, additional hours may be available for evening and weekend community events. Must have excellent customer service experience and enjoy working with children.

### **Essential Responsibilities:**

- This position is under the direct supervision of the Before & After/Summer Programmer
- Supervises program staff including leaders and counselors during program hours.
- Ensure all environments, in which he/she supervises children, are safe, clean, and age-appropriate.
- Promote child participation in all activities.
- Encourage respect for personal property, equipment, and facilities.
- Be accountable for all children in the after school program.
- Report any accidents, injuries, or incidences to the Programmer immediately and complete an accident / incident report within 24 hours.
- Follow the Emergency Action Plan as needed.
- Adhere to duties and responsibilities assigned to you by the Recreation Admin.
- Be familiar with, and in compliance with, all information in the Staff Handbook.
- Greet parents and children with a SMILE and POSITIVE ATTITUDE daily!
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

### **Requirements:**

- Attend all staff meetings and training sessions, as well as complete all required online trainings.
- Ability to work as a member of a team and the ability to communicate effectively.
- Must be dependable, considerate, flexible, great work ethic, have a sense of humor, and the ability to keep calm in all situations.

**The 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.**

**The Town of Hermon is an equal employment opportunity employer.**