

BEFORE AND AFTER SCHOOL PROGRAM ASSISTANT SITE DIRECTOR

REPORTS TO: Before and After School Program Site Director

PURPOSE

To act as a positive role model for our youth and staff, providing guidance and leadership, which will help develop and provide physical activity and cultural enrichment while helping children develop important skills to improve health, intellect and social skills.

GENERAL FUNCTION

Under the direction of the Site Director this position is responsible for all phases of successful safe operation to the standards set by the Recreation Department and total administration of the program site. In the absence of the Before and After School Site Director, the Assistant Site Director is responsible for supervision of all personnel and participants at their specific program site and all Site Director responsibilities (see Site Director job description).

REQUIREMENTS

The School Age Assistant Site Director should be a motivated, team player, with good communication skills, and express a willingness to work with children. The Assistant Site Director should be flexible, demonstrate an ability to lead organized activities, has an understanding of child development and school age care. Must have previous experience working with youth and leading activities. The Assistant Site Director must be at least eighteen (18) years of age and have current American Red Cross; CPR and first aid certifications(provided by Recreation Department if needed). In addition, all staff must be fingerprinted to be submitted for criminal background checks and produce a clean record. All staff must provide a completed medical history form and proof of a negative tuberculin test prior to the date of employment.

The Assistant Site Supervisor Director must also possess at least one of the following minimum qualifications:

- 1) A high school diploma, or
- 2) an equivalency certificate, or
- 3) at least 540 hours of documented experience in working with unrelated children of the same ages to be served in this child day care center.

JOB RESPONSIBILITIES

Pre-season

- Meet with the Recreation Department staff to plan and promote the school age program.
- Assist with the recruitment, interviewing and hiring of personnel.
- To be involved in the planning and administering of staff training for the school age program.
- Assist with set up of the program site.

Administrative Duties

- ❑ Assists the Site Director in administering and monitoring all aspects of school age care site.
- ❑ Helps maintain records of attendance, sign-in/out sheets, medical forms, emergency sheets, permission slips, accident/incident reports, program evaluations, and equipment inventory according to Recreation Department standards.
- ❑ Manages the site staff including; daily responsibilities, attendance, scheduling, payroll, personnel records, and evaluations and constructive feedback.
- ❑ Helps plan and organize the daily program. Oversees the implementation of schedules and lesson plans.
- ❑ Deals directly with parents, school staff, Bus Company, and Recreation Department staff as required.
- ❑ Inspects and maintains facilities and equipment for safety purposes prior to each activity.
- ❑ Responsible for administering basic first aid and submitting accident reports.
- ❑ Informs parents of weekly calendar of events and any other vital information.
- ❑ Required to wear staff shirt and to dress in a professional manner at all times.
- ❑ Responsible for the safety, accounting and grouping of children at all times.
- ❑ Establishes and enforces fair consistent rules.
- ❑ Positively enforces discipline problems and abides by Recreation Department Discipline policy. Responsible for filing and submitting incident reports.
- ❑ Expected to attend mandatory staff training and periodic staff meetings and training throughout the year.
- ❑ Communicates effectively with Site Supervisor, Child Development Coordinator and Recreation Department staff.
- ❑ Enforces and abides by all Town and Recreation Department policies and procedures.
- ❑ Acts in a professional manner at all times. Expected to conduct themselves as a representative of the Recreation Department.
- ❑ Accepts the responsibility to work beyond job description as situations arise.
- ❑ Expected to be available for scheduled shifts for snow days and vacation days.
- ❑ Expected to work beyond regularly scheduled hours in the case of a late start or an early dismissal of school.

Post-season

- ❑ Assists with break-down of site.
- ❑ Gives input to the Site Director for staff's full-year review evaluation.

- Helps Site Director complete and submit an end of program report.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and may be infrequently required to run.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Hand-eye coordination is necessary to participate in recreation leadership activities when required, and to operate a personal computer and other office instruments. The noise level in the work environment is usually quiet while in the office, and moderate when in the field.