

## **BEFORE AND AFTER SCHOOL PROGRAM PROGRAM LEADERS**

*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 Before and After School Site Director, the Program Leader is responsible for supervision of all participants at their specific program site. Under the direction of the Site Director, this position is responsible for successful, safe operation of daily routines by the standards set by the Recreation Department.

### **REQUIREMENTS**

The Before and After School Program Leader should be a motivated, team player, with good communication skills, and express a willingness to work with children. The Site Program Leader 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 Program Leader must be at least sixteen (16) 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.

### **JOB RESPONSIBILITIES**

#### **Pre-season**

- Attend all staff training for the school age program.
- Assist with set up of the program site.

#### **Administrative Duties**

- Assists the Site Director in 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.
- Implements the daily program by following daily schedules and lesson plans.
- Communicates with parents, school staff, 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.
- ❑ Expected to attend mandatory staff training and periodic staff meetings and training throughout the year.
- ❑ Communicates effectively with Site Director, 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.
- ❑ 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.