

## **TOWN OF CANTON**

**TITLE:** After School Program Supervisor

**CLASS:** Hourly/Non-Union

**DEPARTMENT:** Parks & Recreation

**DATE:** July 14, 2017

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### **POSITION DESCRIPTION**

The After School Program Supervisor oversees daily operations of the After the Bell program at Cherry Brook Elementary School. Maintains safety standards and practices at all times. Follows and enforces town and department policies. Ensures quality customer service to all program participants.

### **SUPERVISION RECEIVED**

Works under the direct supervision of the Recreation Supervisor, who oversees Park and Recreation programs.

### **ESSENTIAL JOB FUNCTIONS (EXAMPLES)**

- Daily supervision and evaluation of after school counselors and volunteers
- Directs daily activity schedule of the after school program
- Communicates program needs and supply requests through the Recreation Coordinator.
- Assist with planning and implementing staff trainings and meetings as appropriate
- Maintain superior communication with staff and parents
- Serves as a liason between the program and Park & Recreation department.
- Ensures the safety and well-being of all program participants by providing high quality risk management at all times.
- May performs additional tasks and duties as necessary and/ or requested.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Interpersonal and human relations skills.
- Verbal and written communication skills.
- Exceptional organizational, planning and multi-tasking skills
- Ability to maintain high level of confidentiality
- Attention to detail.
- Ability to interact with diverse groups of people and individuals with disabilities.

### **REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS**

The work environment characteristics described here are representative of those employees encounter while performing essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The

employee is required to work evenings and weekend hours and may be required to work additional hours beyond regularly scheduled work day as needed or as directed by Recreation Supervisor.

- **Physical Exertion:** Must be able to lift up to approximately 25 pounds and have motor coordination. This position requires the ability to walk, run, sit, talk, hear and reach with hands.
- **Vision:** Requirements of the job include close vision and ability to monitor large groups of participants.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening and must have the ability to communicate and have comfort level to speak in front of large groups while effectively communicating directions.

## **REQUIRED MINIMUM QUALIFICATIONS**

The skills and knowledge required would generally be acquired with graduation from high school and one (1) year experience working with children. American Red Cross CPR/AED First Aid Certification required. Prior to start date, the following trainings must be complete: CPR/AED, First Aid, Bloodborne Pathogens.

## **LICENSE OR CERTIFICATE**

Must possess a valid driver's license.