

South Windsor Parks & Recreation 4th “R” Before and After School Program – Assistant Site Director

JOB DESCRIPTION

JOB TITLE: Before and After School Program Assistant Site Director

REPORTS TO: Before and After School Program Site Director

HOURS/SALARY: \$19.00 per hour | Monday- Friday, August - June (School Year)

PURPOSE:

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

JOB SUMMARY:

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

DUTIES AND RESPONSIBILITIES:

- Assist the Site Director in administering and monitoring all aspects of school age care on site.
- Help maintain records of attendance, sign-in/out sheets, medical forms, emergency sheets, permission slips, accident/incident reports, program evaluations, and equipment inventory according to Parks & Recreation Department standards.
- Manage the site staff including: daily responsibilities, attendance, evaluations and constructive feedback.
- Help plan and organize the daily program. Oversee the implementation of schedules and lesson plans.
- Work directly with parents, school staff, and Parks & Recreation Department staff as required.
- Administer basic first aid as needed and submit subsequent accident reports.
- Inspect and maintain facilities and equipment for safety purposes prior to each activity.
- Inform 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.

- Establish and enforce fair, consistent rules.
- Positively enforces discipline and abide by the Parks & Recreation Department Discipline policy. Responsible for filing and submitting incident reports.
- Expected to attend mandatory staff training and periodic staff meetings and trainings throughout the year.
- Communicates effectively with Site Director, Program Coordinator, Recreation Supervisor and the Parks & Recreation Department staff.
- Enforce and abide by all Town of South Windsor and the Parks & Recreation Department policies and procedures.
- Act in a professional manner at all times. Expected to conduct themselves as a representative of the Parks & Recreation Department.
- Accept 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 and/or an early dismissal of school.

Post Season:

- Assist with break-down of site.
- Give input to the Site Director for full-year staff evaluations.

Qualification Requirements: The Before & After School Assistant Site Director should be a motivated team player, with good communication skills, and a willingness to work with children. The Assistant Site Director should be flexible, demonstrate an ability to lead organized activities, and have 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 Parks & 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
- 2) A high school equivalency certificate
- 3) At least 540 hours of documented experience in working with unrelated children of the same ages to be served in this program

This job description does not list all duties of the job. The 4th "R" Recreation Supervisor of Parks & Recreation may ask employee to perform other job related responsibilities. Employee will be evaluated in part based upon performance of tasks listed in this job description.