

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

After-School Program Site Supervisor Job Description

Definition:

After-School Program is a youth program committed to providing academic and enrichment activities to elementary school youth in grades K-8th.

Job Description:

Develop and instruct enrichment activities for youth, including short-term and long-term plans for the program.

- Monitor participant progress and needs as appropriate.
- Provide documented lesson plans for all activities.
- Direct staff on daily activities for the program.

Qualifications:

- Demonstrated involvement and commitment to the youth community.
- Experience (volunteer/paid) working with youth.
- Good administrative and supervisory skills.
- Demonstrated knowledge of workshop activities and curriculum.
- Experience teaching enrichment content to youth.

Experience:

- 1 year as a School instructional Aide or equivalent.

Knowledge of:

- Early Childhood Education, age and development steps of children K-8th grade.
- Planning, organizing and general program development and evaluation.

Ability to:

- Read, interpret, implement, and uphold District policies and procedures.
- Communicate with participants and care givers. Handle sensitive situations.
- Communicate effectively, both verbally and in writing (in English).
- Prepare reports; write evaluations and present recommendations in a thorough and well thought-out manner.
- Direct small groups and activities.
- Work independently. Utilize common sense and good judgment skills.
- Plan, develop and implement programs and activities that are age appropriate.
- Effectively evaluate program and implement necessary changes

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- Plans, organizes and implements a wide variety of recreational activities inclusive of, but not limited to: games, sports, crafts, and special events.
- Regularly assesses and evaluates program for effectiveness.
- Implement new activities based on evaluation.
- Foster positive discipline principles.
- Provides activities appropriate for the various age and motor skill levels to ensure a enriching experience for participants.
- Provides weekly activity schedules to Supervisor and parents.
- Responsibly supervises participants while they are in the program and at the facility.
- Deals effectively and positively with participants, parents, general public and school officials.
- Completes and submits incident, accident, vandalism, damage, participation reports as required.
- Inspects facility for hazards or safety problems.
- Administer first aid and handle emergency situations as they may arise.

Responsibilities:

- Supervises Recreation Leaders and Recreation Aides.
- To arrive to work on time and as scheduled.
- Supervises/facilitates the planning and implementation of anti-bias curriculum that best meets the needs of the individual child in regards to cultural, developmental and socioeconomic background.
- Supervises substitute staff when necessary.
- Orients new staff to the regular routines, the children, the materials and the general NHRPD's program philosophy.
- With other team staff, counsels individual families about day to day issues of child's behavior as they relate to the after school program. Consults with the Recreation Supervisor about serious problems that may need to be referred to an outside agency.
- Establishes rapport with parents, communicates daily events and activities and participates in parent education/events.
- Submits to Recreation Supervisor completed lesson plans and supply list at least one week in advance.
- Works closely with School Liaison to incorporate lessons into weekly calendar.
- Submits any reports within the day of the relevant event to the Recreation Supervisor.
- Assists with and participates in recreational activities on and off site.
- Prepares needed materials for daily activities when necessary.
- Maintains a clean and orderly site.
- Follows and maintains after school program guidelines, objectives and goals.
- Conducts self in a manner consistent with NHRPD standards and goals.
- Facilitates weekly meetings with after school staff for activity planning.
- Attends all mandatory department, branch and association trainings, events and conferences.

- Assists in checking in children and accounting for absences with 15 minutes of children's scheduled arrival each day (includes checking with school office or making calls to parent/guardian).
- Stay abreast of innovative ideas for educational ideas for youth.
- Attend and participate in seminars and early childhood education classes.
- Other duties as required.

Training/Education:

- Must be 21 years of age.
- One year of progressive leadership and program planning experience.
- Education and experience in recreation, physical education or athletics.
- Familiar with Recreational program planning and general league operation.

Pre-Employment Testing:

- Must be fingerprinted.
- Negative TB Test within 1 year.
- 2 years college classes in the general areas of child growth and development.

Licenses Required:

- Possession of a valid California Drivers License.
- Current child/infant CPR and First Aid certification.