



Job Description

Date: 4/23/15

Job Title: Before and After School Program Site Supervisor

Term of Employment: Part time – School Year

Rate of Pay: Starting at \$13.25 per hour

Evaluation: The evaluation shall be conducted by the Recreation Supervisor and/or Kids INC Coordinator

Department: Community Ed & Rec

Reports To: Recreation Supervisor and Kids INC Coordinator

Key Skills and Abilities

- Considerable knowledge of the development and implementation of innovative recreational and educational activities and programming for an elementary before and after school programs.
- Understand, correctly interpret and effectively communicate with others applicable policies, procedures, laws and regulations.
- Must have strong problem solving, and technology skills.
- Must demonstrate sound analytical and organizational skills.
- Must have excellent written, oral and interpersonal communication skills.
- Must be able to earn trust and confidence from their co-workers and be able to take personal accountability.
- Must have the ability to define problems, collect data, establish facts, and draw valid conclusions.
- Must demonstrate strong convictions and support for the District's and Department's mission, vision and goals.
- Ability to work positively, effectively and ethically with District personnel.
- Ability to perform duties with awareness of all district requirements and the Board of Education policies.
- Ability to supervise program personnel with a variety of experiences.

Essential Duties and Responsibilities Include

- Assists in the development, planning, organization and implementation of program goals and objectives.
- Assists in the development, organization and implementation of program schedules.
- Assists in the hiring, scheduling, supervision, and evaluation of program personnel.
- Maintain and submit all required paperwork to the Kids INC Coordinator and/or Recreation Supervisor.
- Verify the accuracy of time sheets, and submit them to the Kids INC Coordinator and/or Recreation Supervisor upon the completion of each pay period.
- Assists in the development of a monthly newsletter to provide necessary information to program participants and parents.
- Set up and inspect the program sites (facility and equipment) on a daily basis.
- Promote and maintain safety practices and procedures by both staff and participants.
- Communicate Kids INC program information through various methods, to develop and maintain sufficient communication with participants and their parents.
- Follow set practices when requesting and ordering supplies.
- Be prepared to react to an emergency situation; be certain your site first aid kit is sufficiently stocked with necessary supplies, and that your staff is aware of the location of the first aid kit, bio-hazard supplies and telephone.
- Be prepared to react in a severe weather situation.
- Encourage proper use of equipment and facilities.
- Be familiar with current M.F. Community Education and Recreation Department seasonal activity guide.
- Attend all staff meetings and trainings.
- May have to assist children with special needs and toileting issues.
- Maintain confidentiality and unquestionable integrity.

Desired Minimum Qualifications (Experience, Education, Certificates, Licenses and Training)

- Preferably 21 years of age or older.
- 2 years academic preparation in early childhood, elementary education, recreation, or a related field is preferred.
- Must possess current First Aid and CPR certifications or obtain within 60 days of hire.
- Prior experience in the supervision and leadership of youth in a recreational setting.
- Must be able to work cooperatively with other program staff, parents and the general public
- Must complete staff in-services including Blood Borne Pathogen Training, Child Abuse & Neglect Training, and additional trainings required for the position.
- Knowledge of lesson plans and children's programming.
- Ability to work well with children.
- Ability to develop, plan, and direct various activities involved in before and after school programming.
- Ability to plan and supervise the work of paid staff and volunteers.
- Ability to establish and maintain working relationships with co-workers, supervisors, other District personnel, and the public.
- Ability to follow verbal and or written instructions.
- Ability to work under stress and handle stressful situations.
- Must be able to work independently as well as within a team.
- Experience in a school district setting is highly desirable.

Physical and Mental Demands

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit, stoop, kneel, crouch, crawl, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment (fine finger dexterity); reach, carry, push and/or pull with hands and arms; and lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus. Generally the job requires 20% sitting, 80% standing and/or walking.

Mental Demands

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex office administrative problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with School District staff, parents, students, the public and others encountered in the course of work, some of whom may be dissatisfied or abusive individuals.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees work under typical school building conditions, and the noise level is moderate with varying levels throughout the day. Some tasks are performed in outdoor environments and include travel to each of the district buildings and program sites. The job is performed under minimal temperature variations, but could include the potential for intermittent exposure to disagreeable elements, e.g. heat, humidity, inclement weather.

Equal Opportunity

It is the policy of the District that no person may be illegally discriminated against in employment by reason of their age, race, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act from current employees must be made in writing in accordance with District policy.