

**TITLE:** After School Program (ASP) Supervisor – School Age Child Care

**QUALIFICATIONS:** Associate's Degree in Child Development, Human Services or a related field, OR 3 years' experience working with school aged children OR a combination of post high school education & experience.

**GENERAL FUNCTION:** Provide leadership, guidance and supervision to the program. Work with the after school program assistant & volunteers in running a high quality, well-rounded, age appropriate curriculum.

Under the direct supervision of the Executive Director, the ASP Supervisor is responsible for supervising and evaluating all Assistants while working directly with the Executive Director, Assistants & Volunteers in the implementation of the program and policies. Must attend monthly staff meetings and work events as needed.

- Maintain all youth records: attendance, grades, required forms, etc.
- Maintain a positive relationship with Executive Director, staff, volunteers, youth, their families and the community.
- Track and report in a timely manner to Executive Director any necessary supply, snack and equipment needs.
- Gear and modify the program to meet the needs of the children in their interests, handicaps, talents and diversities.
- Treat all children, families, staff and school employees with dignity and respect.
- Provide supervision and demonstrate the ability to set and maintain limits for children in a positive manner.
- Responsible for the orderly arrangement and appearance of the program site.
- Responsible for keeping an open line of communication with families and Director on a daily basis.
- Ensure the health and safety of the children by daily visual inspections and direct supervision.
- Actively supervise the children & ensure that they're having fun in the program.
- Schedule field trips & special speakers.
- Ensure that all grant requirements are met by the programming.
- Other related duties as requested by supervisor.

#### SUPERVISORY RESPONSIBILITIES

Assists in the management of 1 to 3 part-time staff and volunteers.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

To apply please send resume and cover letter including why you are the best fit for the job, your availability & why you love children.

Job Type: Part-time

Required experience:

- child care: 3 years

Required license or certification:

- drivers license

Required education:

- Associate