

JOB DESCRIPTION FOR SITE SUPERVISOR

Reports to: After School Director

Skills Needed:

The Site Supervisor is responsible to the overall operations of their After School site. Including; participant and parent relationships, organizing and administering files and records necessary for the program, supervision of other staff, creation of program activities, and keeping track of supplies.

Minimum Qualifications:

1. Must be 21 years old
2. Must be sensitive and mature
3. Able to relate well with both children and adults
4. Current first aid and CPR certifications are a plus
5. Needs personality and ability to provide leadership and stability for program community
6. Must have one of the following:
 - a. AA degree in early childhood education
 - b. BA degree in education or recreation
 - c. Montessori Director Certification and 1000 hrs experience working with children
 - d. Total of 12, 6 of which must be college credits* and 6 credits acquired through workshops or other training** plus 1000 hrs experience, or
 - e. 2000 hrs working with kids

*In order for college credits to be accepted, they must be in early childhood education, human growth and development, education or recreation

** 12 training hrs = one credit

Job Functions:

1. Provide overall leadership, supervision and quality control to the site.
2. Supervise all site staff appropriately.
3. Create a positive atmosphere, which boosts self-esteem and general self-concept of all participants.
4. Plan/implement well-organized and well-varied activities.
5. Communicate clearly and regularly with parents about the program and their child's participation.
6. Inform parents when there is a behavior problem that cannot be addressed adequately through verbal correction.
7. Cooperate fully with school personnel to use facilities properly.
8. Work with the YMCA Afterschool Director to ensure that all standards required by the state and the YMCA are complied with fully.

9. Maintain individual participant records as required by licensing standards and/or YMCA policies.
10. Monitor daily attendance sheets and see that they are kept organized.
11. Responsible for Site Timesheets- Fax them to the After School Director.

Job Description for Assistant

Reports to: SITE SUPERVISOR

Skills Needed:

The Assistant should have at least 1,000 hours of experience in working with elementary age children in a paid or volunteer capacity. The position requires the ability to work well with children.

Minimum Qualifications:

1. Must be 18 years old.
2. High school diploma or general equivalency
3. Must meet one of the following:
 - A minimum of 6 Early Childhood Education credits, including at least one 3 credit course in human growth and development, offered by a regionally accredited college or university.
 - A minimum of 1,000 hours of supervised childcare experience.
 - Successful completion of a 2-year vocational childcare course.

Job Functions:

1. Work closely with the Site Supervisor in the overall planning and conduct of the After School Program.
2. Familiar with all of the procedures related to the program and is capable of substituting for the Site Supervisor as needed.
3. Assist in the creation of a positive atmosphere that boosts the self-esteem and general self-concept of all participants.
4. Assist the Site Supervisor with extended activities.
5. Communicate with parents about their child's involvement in the program.
6. Use individual creativity to enhance the quality of the programming

AFTER SCHOOL EMPLOYMENT APPLICATION



PLEASE RETURN APPLICATION TO:

YMCA Camp Coniston , After School Director
 PO Box 185
 Grantham, NH 03753
 Office Phone: 603-863-1160
 FAX: 1-603-863-1620

Name: _____ Nickname: _____ Gender: Male Female
(first) (middle) (last)

Birth date if under 18: _____ E-mail: Address _____

Indicate your highest educational level completed (circle): **High School:** 1 2 3 4 **College:** 1 2 3 4 **Grad:** M D

Name of School/Institution: _____

Have you ever been convicted of a crime: No Yes If yes, explain: _____

Have you ever been employed by Camp Coniston: No Yes If yes, what position & when: _____

Home Address _____
(no. & st.) (city) (state) (zip)

Home Phone _____ Cell Phone _____ Work Phone _____

The best way to contact me is: _____

I AM INTERESTED IN THE FOLLOWING POSITIONS:

- SITE SUPERVISOR must be 21+ years, have a HS diploma and have related college credits, or enough qualifying/documented hours working with children.
- AFTERSCHOOL ASSISTANTS – must have experience working with children
- VOLUNTEER – must be 16 years of age and willingness to work under site supervisor direction

I AM AVAILABLE TO WORK:

- THE ENTIRE ACADEMIC CALENDAR
- SEPTEMBER TO DECEMBER
- JANUARY TO JUNE
- OTHER _____

I AM INTERESTED IN WORKING AT THE FOLLOWING AFTER SCHOOL SITES:

- NEW LONDON ELEMENTARY SCHOOL
- SUNAPEE ELEMENTARY SCHOOL
- PLAINFIELD ELEMENTARY SCHOOL
- HANOVER STREET SCHOOL (LEBANON)
- MOUNT LEBANON SCHOOL (WEST LEBANON)

SCHOOL / EDUCATION / CERTIFICATION INFORMATION

Dates	School	Description/Degree	Town, State

EMPLOYMENT EXPERIENCE

Dates	Employer	Supervisor	Town, State, Phone	Position

CLUB/LEADERSHIP EXPERIENCES IN SCHOOL/COMMUNITY THAT MAY BE RELEVANT TO EMPLOYMENT

Dates	Experience	Dates	Experience

REFERENCES (Employers & Character References. Please do NOT list relatives)

Name	Address/Phone	Relation to Applicant

PLEASE LIST ALL CURRENT CERTIFICATIONS AND LICENSES HELD: I.E. TEACHERS CERTIFICATION, CPR, FIRST AID, RED CROSS BABYSITTERS, ETC

WHAT CONTRIBUTION DO YOU THINK AFTERSCHOOL MAKES TO CHILDREN AND HOW DO YOU FEEL YOU CAN HELP IN THIS CONTRIBUTION?

- I understand by signing this application that I am interested in helping provide a quality experience to children and will be able to provide good role modeling for them.*

Signature

Date

