

Site Supervisor

JOB DESCRIPTION



Position Overview:

Reporting to the Afterschool Director, this individual is responsible for the overall successful operation of the on-site Afterschool Program. Through managing staff, implementing age appropriate activities, and positively interacting with children, parents, and families, the Site Supervisor will model and promote the four core values of the YMCA Camp Coniston: caring, honesty, respect and responsibility. By providing these services the Site Supervisor is committed and obligated to practice confidentiality and to protect any PHI (personal health information) at all times.

Minimum Qualifications:

- Must be 21+ years old
- Must be sensitive and mature
- Able to meet and greet the public in a professional manner
- Able to relate well with both children and adults
- Current 1st Aid and CPR certifications are a plus
- Needs personality and ability to provide leadership and stability for program community
- Ability to plan, organize, and present a regular rotation of activities with at least one new activity weekly
- 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 credits, 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*

Responsibilities:

With Children

- Interact with each child daily
 - Greet each child as they walk in the door; engage in conversation throughout the afternoon
- Positively lead and teach children in an age appropriate manner, facilitating and encouraging peer interaction
- Plan and present daily activities -Be sure to change activities appropriately so children do not become bored with the routine. This includes:
 - Gross and fine motor games (examples: jump roping and knitting)
 - Craft projects
 - Table top games and activities
- Present outdoor and indoor activities. These children have spent all day inside, usually sitting down and benefit from physical play
- Present one activity daily which coincides with the daily theme
- Listen and respond to the wants, concerns, and needs of each child
- Ensure the safety of every child and gain knowledge of their individual needs via medical records or conversation with authorized personal
- Adhere to discipline policy (on page 8 of the Staff Handbook)

With Parents and Families

- Acknowledge and greet each parent daily, welcoming them into the room during pick-up time
- Engage in conversation with parents, discussing positive aspects and/or concerns regarding their child's day
- Be prepared to contact parents:
 - In case of emergency
 - To inquire about unexplained absence
 - If a child is too ill to stay in the program
 - To discuss behavior and disciplinary issues

With Staff

- Be able to recognize the different strengths of each staff member and communicate professional development needs to the Afterschool Director.
- Understand the staff group dynamics; recognize achievements and promptly address concerns
- Support each staff member with regular conversations and communication regarding children, activities, parents/family interaction, site concerns, and work schedules
- Interact with Afterschool Director regularly through one on one, phone, e-mail conversations and/or 'Weekly Reports'. Provide positive and constructive updates regarding all program aspects (activities, supplies, children, parent and staff interactions), discuss future individual and program goals

On site

- Be present everyday that Afterschool is in session
 - Set-up before children arrive and remain on site until the last child has left
- Familiarize yourself with, use, and keep current with the paperwork in your binder
 - Fire Drill Forms and protocol
 - Medical Forms
 - Weekly Reports
 - Phone List
 - Site Specific Form
 - Site Guidelines
 - Behavior Incident Reports
 - Extra Registration forms
 - School Calendar
 - Etc...
- Maintain a clean site with an organized closet, clean tables, and floors, etc.
- Be aware of inventory needs and report them to the Afterschool Director
- Monitor daily attendance sheets and keep organized
- Monitor staff timesheets (exact times indicated) and fax them to the Afterschool Director every other Friday

Important Reminders:

- All staff must adhere to the confidentiality policy regarding children, families, and other staff members
- Always act as a positive role model to the children and model professional behavior for other staff
- Demonstrate proper language, cleanliness, punctuality, appropriate behavior, and enthusiasm
- This description is not all inclusive. Some duties may be assigned or reassigned as required.

I have read, understand, and agree to implement the information outlined in the above Site Supervisor job description.

Signed

Date

Site Assistant

JOB DESCRIPTION



Position Overview:

Reporting to the Site Supervisor, this individual is responsible for support and to help maintain the overall successful operation of the on-site Afterschool Program. Through working cooperatively with staff, aiding in presenting age appropriate activities, and positively interacting with children, parents, and families, the Site Assistant will model and promote the four core values of the YMCA Camp Coniston: caring, honesty, respect and responsibility. By providing these services the Site Assistant is committed and obligated to practice confidentiality and to protect any PHI (personal health information) at all times.

Minimum Qualifications:

1. Must be 18 years old.
2. Must be sensitive and mature
3. Able to relate well with both children and adults
4. High school diploma or general equivalency
5. 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.

** 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*

Responsibilities:

With Children

- Interact with each child daily
 - Greet each child as they walk in the door; engage in conversation throughout the afternoon
- Positively lead and teach children in an age appropriate manner, facilitating and encouraging peer interaction
- Listen and respond to the wants, concerns, and needs of each child
- Ensure the safety of every child and gain knowledge of their individual needs via medical records or conversation with authorized personal
- Adhere to discipline policy (on page 9 of the Staff Handbook)
- Interact and encourage children continuously throughout the Afterschool day
- Assist in creating a positive atmosphere that boosts self-esteem and general self-concept of all participants

With Parents and Families

- Acknowledge and greet each parent daily, welcoming them into the room during pick-up time
- Engage in conversation with parents, discussing positive aspects and/or concerns regarding their child's day
- In the absence of the Site Supervisor, be prepared to contact parents:
 - In case of emergency
 - To inquire about unexplained absence
 - If a child is too ill to stay in the program
 - To discuss behavior and disciplinary issues

With Staff

- Communicate professional development needs to the Site Supervisor.

- Maintain open communication with the Site Supervisor regarding children, activities, parents/family interaction, site concerns, and work schedules

On site

- Be present everyday that Afterschool is in session
 - Remain on site until the last child has left
- Familiarize yourself with, use, and keep current with the paperwork in your binder
 - Fire Drill Forms and protocol
 - Medical Forms
 - Weekly Reports
 - Phone List
 - Site Specific Form
 - Site Guidelines
 - Behavior Incident Reports
 - Extra Registration forms
 - School Calendar
 - Etc...
- Maintain a clean site with an organized closet, clean tables, and floors, etc.
- Use individual creativity to enhance the program as a whole.

Important Reminders:

- All staff must adhere to the confidentiality policy regarding children, families, and other staff members
- Always act as a positive role model to the children and model professional behavior for other staff
- Demonstrate proper language, cleanliness, punctuality, appropriate behavior, and enthusiasm
- This description is not all inclusive. Some duties may be assigned or reassigned as required.

I have read, understand, and agree to implement the information outlined in the above Site Supervisor job description.

Signed

Date

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

