

## **After School Program Supervisor**

**Rate:** Starting at \$15.50/hour

**Job Description:** The After School Program Supervisor oversees daily operations of our afterschool program. Maintains safety standards and practices at all times. Follows and enforces town and department policies. Ensures quality customer service to all program participants. The Beyond the Bell program is typically held at Cherry Brook Elementary School or Canton Intermediate School and may be held at the Canton Community Center for the 2021-2022 academic school year. Beyond the Bell operates as an afterschool child care option, that allows for homework, arts and crafts, games, activities and more!

### **General Duties:**

- Daily supervision and evaluation of after school counselors and volunteers
- Plans monthly lesson plans for the program with themed days
- Analyzes monthly budget and shopping supplies for the program
- Directs daily activity schedule of the after school program
- Communicates program needs and supply requests through the Recreation Coordinator and/or Recreation Supervisor.
- Assist with planning and implementing staff trainings and meetings as appropriate
- Maintain superior communication with staff and parents
- Ensure the safety and wellbeing of after school participants by providing high quality risk management at all times.
- Assist with preparation of weekly seasonal payroll and reports as requested
- Assist with cleaning/disinfecting of supplies, equipment and high touch surface areas due to COVID-19.
- Other duties as assigned

### **Qualifications:**

- American Red Cross CPR/First Aid Certification
- Experience working with children a must
- Supervising staff preferred

**Reports to:** Recreation Coordinator, Recreation Supervisor and the Director of Parks and Recreation

**Locations:** Cherry Brook Primary School in Canton, Canton Intermediate School in Canton and Canton Community Center in Canton.

### **Hours:**

Beyond the Bell: Monday and Wednesday, predicted from 2:45-6pm (hours may change due to COVID-19) and hours range from 10-20 per week.

**Please send application to CAO Office (4 Market Street Collinsville)**

Note: Applications can be found on the Parks and Recreation website: [cantonrec.org](http://cantonrec.org) > General Info > Dept. Info > Forms Section and click on Employee Application.