

After School Program Supervisor

Rate: Starting at \$12.50/hour

Job Description: The After School Program Supervisor oversees daily operations of the After the Bell program at Cherry Brook Elementary School. Maintains safety standards and practices at all times. Follows and enforces town and department policies. Ensures quality customer service to all program participants.

General Duties:

- Daily supervision and evaluation of after school counselors and volunteers
- Directs daily activity schedule of the after school program
- Communicates program needs and supply requests through the Recreation Coordinator.
- 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
- Other duties as assigned

Qualifications:

- American Red Cross CPR/First Aid Certification
- Experience working with children and supervising staff preferred

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