

Site Supervisor

REPORTS TO: Site Director/Regional Director

JOB STATUS: Part Time, up to 29 hours per week, Non-Exempt

JOB SUMMARY

Assist Site Director on certain and general staff management issues and function as the designated person in charge when the Site Director is not on site. Regularly meet with Director to make decisions, solve problems and strategize on immediate issues with a one day-one month time horizon.

JOB CONSISTS OF

- Providing warm, nurturing care for children during the hours of operation
- Act in ways that ensure staff and program complies with OCDEL guidelines, Healthy Kids Extended Day Program policies and host school policies.
- Direct daily activities which could include: fitness activities, group games, arts & crafts activities, reading, homework completion and other activities
- Perform administrative management functions to include accurate attendance records, accurate registration materials, accurate staffing files and staffing hours, when Director is not on site
- Provide continual communication with Regional Director and all parents

EDUCATION AND EXPERIENCE

- A high school diploma or its equivalent; and **two** years direct experience working with children under 13 years of age.

QUALIFICATIONS

- Possess high energy, be engaging and a team player
- Pass full background check including fingerprinting and reference checking, SEL, SCR
- Be medically fit to perform job duties and free of TB
- Have a warm, friendly, caring and upbeat personality
- Have excellent people skills in dealing with children, parents and staff.
- Be professional, reliable and prompt.
- Love working with children

The Healthy Kids Extended Day Program is accepting employment applications for Child Care Program Site Supervisor.

TIMES NEEDED:

Monday-Friday (7am-9:30am **and/or** 2:30pm-6pm)

No program on school holidays/snow days

TO APPLY: Please contact and send your resume to:

Barbara Rapoli at barbara@healthykidsprograms.com or Sophie Strang at sophie@healthykidsprograms.com
(607)463-2573