

## **“PARTNERS’ A Before and After School Program**

### **Job Description: Site Leader**

Under the direct supervision of the Recreation Supervisor, the Site Leaders are responsible for planning, organizing, as well as supervising children and staff in a wide variety of activities at a specific school site.

### **Qualifications:**

- Experience in a supervisory capacity in the Child Care field.
- Must be at least 21 years of age.
- Knowledge in the following areas: Stages of Child Development, Positive Youth Development,
- Cultural issues and practices, Children with Special Needs, and recommended health and nutrition practices.
- Knowledge and ability to creatively plan, organize, and conduct a wide variety of activities for children Kindergarten through Sixth Grade.
- Ability to supervise staff members under your supervision.
- Poses good communication skills in speaking to staff, children and parents.
- Must pass a background check and drug screen.
- Must be trained in Adult and Child CPR/AED and first aid.
- Experience in a supervisory capacity in the Child Care field.

### **Duties & Responsibilities**

- Maintain a safe, clean environment.
- Supervise staff, children and activities at all time while Maintaining the staff to student ratio
- Insure that all student information is accurate and current. This information must Include emergency contact and authorized pick-up names.
- Maintain accurate attendance records.
- Prepare a Weekly Forecast listing the daily activities organized by start time and length of time for both the Before and After Programs. Submit these to the Recreations Supervisor for review by 9:00 am a week prior to implementation.
- Maintain written documentation of any and all behavioral issues, accidents and incidents.
- Notify the Recreation Supervisor immediately of; any serious behavioral issues, accidents, incidents, supplies needed or damaged equipment
- All written documentation (staff/participant write ups) must be turned over to the Recreation Supervisor.
- Closely supervise dismissal of children.
- Notifies Recreation Supervisor as soon as possible of absence.