

Project Extend Summer Program
**Afternoon Supervisor
Job Description**

Qualifications

- Degree in Elementary Education, Recreation, or Physical Education
- Experience in supervising youth.
- Must be available for essential dates and times the program is in session and for orientation.
- CPR & First Aid certification preferred.
- Compliance with pre-employment drug screening and fingerprinting (if applicable) required.

General Description of Responsibilities

Work with the Program Coordinator to provide a safe and beneficial childcare program through the direct supervision of participants and staff.

Essential Responsibilities

- Accountable for safety and well being of program participants during program hours.
- Assure participants are accounted for and dismissed properly daily.
- Supervise daily on and off site activities.
- Assure through planning and implementation that a variety of recreational activities is provided to participants in a safe setting.
- Attend to all necessary record keeping as instructed by the Program Coordinator.
- Appropriately communicate verbally and in writing with other staff, the Program Coordinator, and parents.

Other Responsibilities

- Staff shirts and name tags are provided and are to be worn on a daily basis.
- Perform miscellaneous duties or tasks as assigned by the Program Coordinator or a representative of the Department of Human Services.

Essential Dates for 2016 Season

Program Dates: June 27 – August 5, Mondays – Fridays.

Daily Hours: 11:45 a.m. – 6:00 p.m.

Staff Orientation: Wednesday, June 22, 9:00 am – 1:00 pm (West Park Rec.)

Thursday, June 23, 9:00 am – 1:00 pm (West Park Rec.)

Supervisor Orientation: Wednesday, June 1, 7:00 – 9:00pm (Oakhurst Mtg. Room)

Thursday, June 2, 7:00 – 9:00pm (Oakhurst Mtg. Room)

Supervisors must be present on all dates of orientation.

Essential Dates for Sun & Fun Staff (if applicable)

Program Dates: August 8 – August 19, 2016