

Thompson Recreation Purely Recreation Before and Afterschool

Assistant Supervisor

Reports to: Purely Recreation Coordinator

Pay Rate: \$12 - \$13/hr (depending on shift and experience)

Hours: Monday – Friday, 6:45am – 8:30am & 2:00pm – 5:30pm

10 hour minimum – 19 hour maximum/weekly

August 28 – June 11 (tentative); closed on days school is closed (vacation, holidays, snow days)

Description of Responsibilities:

- Establish and maintain basic physical, social and emotional comfort level of all program participants
- Assist with program curriculum development and implementation
- Use positive and proactive techniques for behavior management
- Assist with the development of program activity calendar and parent newsletter
- Maintain respectful communication with staff, parents, school staff, and supervisor
- Assist with record maintenance; health forms, attendance, discipline
- Supervise and evaluate program staff
- Assist staff with set up and cleanup of program, ensuring cleanliness
- Assist with staff training and development
- Report problems or concerns to supervisor
- Attend monthly staff meetings

Qualifications:

- Associates Degree or High School Diploma with relevant experience
- At least one year of similar program experience with children
- Current driver's license and reliable transportation
- Good writing and communication skills
- Positive attitude and strong work ethic
- Ability to be flexible with schedules and plans
- Possess or able to gain certification in CPR, First Aid, Medication Administration
- Ability to lift 20 lbs

To Apply:

Send cover letter, resume to recreationdirector@thompsonct.org

DEADLINE: AUGUST 2, 2019

Mandatory Training: August 21 & 22; 10am – 4pm