

Town of Barrington, New Hampshire

Title:	A.S.K. Site Supervisor	Department:	Recreation Department
Grade:		Wage Range:	PT \$12.00-\$15.00
Supervisor:	Director of Recreation	Hours:	12:00-6:00pm
Initiated:		Last Revised:	6/23/16

Job summary

Responsible for the administration and coordination of the After School Program (A.S.K.) held at the Barrington Middle School. The successful applicant will use appropriate teaching methodologies to implement a quality enrichment program for middle school age students.

Summary of essential job functions

- Plan, organize and implement appropriate school age curriculum while using appropriate teaching methodologies.
- Train, supervise and evaluate program staff on the policies and procedures of A.S.K. program.
- Enforce all program policies and procedures with staff, parents and children.
- Establish and maintain relationships with key stakeholders and partners of after school programs.
- Coordinate and supervise transportation to off-campus activities during early release days.
- Plan and lead weekly staff meetings.
- Establish positive rapport and on-going communication with parents.
- Maintain neat, clean and organized program space.
- Communicate with the Recreation Director about daily activities of the program, including immediate notification on accidents and/or injuries.
- Adhere to program budget, reporting to the Recreation Director weekly, or as requested.
- Maintain accurate inventory of learning and enrichment materials, ordering as needed with approval of Assistant Director.
- Issue parent surveys at mid-point and end of each program.
- Oversee maintenance of daily log, attendance, activities, participants, events, accident/injury, and medications.
- Provide regular newsletter to students, parents and key stakeholders.
- Other duties as assigned.

Minimum Qualifications

- A College degree is preferred, a high school diploma or GED equivalent is required.
- A background in education and/or college courses in recreation, education, are preferred but not required.
- Knowledge of the principles and practices of before and after school programs.
- Knowledge of day camp settings.
- Excellent professional verbal and written communication skills.
- First Aid/CPR Certified or willingness to become certified.
- Other training may be required after employment begins.
- Completion of background check prior to hire.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description does not create an employment contract, implied or otherwise.

Please forward resume & cover letter to:
Barrington Recreation Director
C/O Recreation Director
P.O. Box 660
Barrington, NH 03825