

# TOWN OF GORHAM

## JOB DESCRIPTION

### GORHAM RECREATION DEPARTMENT BEFORE & AFTER THE BELL PROGRAM SUPERVISOR

#### **General Summary:**

This position is under the direct supervision of the Camp and Childcare Director and works to provide a safe, fun, active, and educational environment for children in Grades K-5. The employee in this position supervises the daily work of the Before and After the Bell Counselors. The employee in this position works between 25-29 hours per week during the School Year (September – June). This position has access to sensitive and confidential information.

**Position Classification:** This position is classified as a part-time, hourly (non exempt) position.

**Supervisory Responsibilities:** This position supervises part-time employees.

#### **Essential Job Functions:**

- Must be able to work a variable schedule to include mornings and afternoons, Monday – Friday, depending on the demands of the program.
- Must be punctual. Must be able to participate with children in their activities.
- Must be able to provide excellent customer service to parents and children.
- Must be able to maintain an effective working relationship with the Camp and Childcare Director, Camp Counselors, and Recreation staff.
- Must hold a Maine Driver's License and be insurable in a normal risk pool.
- Must be able to maintain the confidentiality of sensitive information.
- Must have normal vision and be capable of using telephones, computers, printers, calculators, printers, calculators, and fax machines.
- Must be able to stand, walk, stoop, kneel, and reach for participation in physical activities.
- Must be able to work independently and exercise good judgment when making decisions.
- Must be able to communicate effectively orally and in writing.
- Must be able to lift up to 50 lbs.

*External and internal candidates, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either aided or with assistance of a reasonable accommodation to be determined by management on a case by case basis.*

#### **Duties and Responsibilities (Illustrative Only)**

- Responsible for ensuring safety of the children in the program

- Manages children’s behavior in an appropriate manner and provides appropriate and timely follow-up with parents.
- Helps in planning, and participates in, age-appropriate activities with the children.
- Responsible for general care of equipment, supplies, and facilities.
- Attends staff meetings and training as requested by the Camp and Childcare Director.
- Supervises the daily work of the Before and After the Bell Counselors, evaluates performance, and provides constructive mentoring and feedback to improve performance.
- Ensures accurate payroll and accident reporting to Camp and Childcare Director.
- Purchases program supplies.

*These are illustrative and temporary work guidelines. Employees in this position are expected to perform other tasks and work as required.*

**Desirable Education and Experience**

- Must be at least 18 years of age.
- Graduation from an accredited high school or its equivalent.
- Must have prior experience working with children.
- Experience supervising employees desirable.
- Minimum of three years’ experience in a similar position desired.

**Working Conditions/Physical Demands**

- Work is performed outdoors and indoors in variable weather conditions and temperatures.
- Work is performed in a moderate to considerably noisy environment.
- Work is in a moderate work setting.

*The above statements are intended to describe the general ratio and level of work being performed by people assigned to do this job. It is not intended to be an exhaustive list of responsibilities and duties required. This job description may be changed, at any time, at the sole discretion of the Town of Gorham to provide for the changing needs.*

ADOPTED: November 1, 2016