

JOB DESCRIPTION

TITLE: Clipper Care Site Supervisor
REPORTS TO: Clipper Care Director and YCS Assistant Director

JOB SUMMARY: Under the supervision of the Clipper Care Director, Site Supervisors are responsible for programming and supervision of an assigned school location that includes one or more of the following sites: Rowe School or the Yarmouth Elementary School during the school year. The Site Supervisors are responsible for daily planning, supervising a variety of on-site activities & programs, and managing other staff & volunteers.

- **Rate of Pay: \$20-21 per hour**
- **Positions will be filled to work at the following programs:**
 - **Before School Care**, at school buildings if school is in-person learning, hours are approximately 7:00 am-9:10 am.
 - **After School Care**, at school buildings if school is in-person learning, hours are approximately 3:15 pm-5:30 pm

JOB FUNCTION:

1. PROGRAM RESPONSIBILITY:

- Plan, develop, and implement the program curriculum in accordance with the policies and philosophy of YCS with concern for program participants' age, interests, disabilities, special talents and cultural diversity.
- Leadership of daily activities, including but not limited to gym and arts/craft activities.
- Plan and implement special activities.
- Supervision of the program's participants.
- Complete necessary documentation, including accident reports, incident reports, attendance records, and forward a copy of these report to the YCS Assistant Director.
- Act as a positive role model for program youth, program volunteers and staff.
- Maintain proper behavior of children at all times with adherence to YCS' Behavior Expectation Policy.
- Maintain program records and all necessary reports.
- Establish and maintain working relationship with Yarmouth School Department.

2. SUPERVISION OF PERSONNEL:

- Attend any mandatory training sessions as required.
- Supervise, train and evaluate school age staff and/or volunteers.
- Delegate site-specific tasks to Program Leaders and volunteers.

3. FACILITY/HOUSEKEEPING RESPONSIBILITIES:

- Maintain the highest level of cleanliness by cleaning and/or inspecting areas pertaining to the program.
- Maintain and inventory program equipment as needed.
- Immediately address housekeeping issues appropriately with personnel, ensure that timely action is taken to resolve housekeeping issues. Report all issues to Clipper Care Director and appropriate Yarmouth School Department staff.

4. DESIRABLE TRAINING AND EXPERIENCE:

- Knowledge and understanding of age-specific programming and understanding of instructional practices and procedures.
- Knowledge of safety and basic first aid.
- Skills in organizing time, groups, and activities.
- Skill in class-specific activities and subject matter.
- Ability to work effectively with students and adults.
- Ability to communicate both orally and in writing.