

Thompson Recreation

Purely Recreation Program

Supervisor Job Description

- Associates Degree or high School diploma with equivalent experience
- Must have at least 1 year experience in similar program
- Must have good writing and communication skills
- Must possess or be able to gain certification in:
 - medication dispensing
 - CPR and First Aid
 - Epi-pen
- Assists with program curriculum development and implementation
- Assists with the coordination for all after school programs:
 - Responsible for bringing program attendance lists to school
 - With staff picks students up from classrooms for all programs
 - Make sure students are where they are supposed to be
 - Handles any situations that may arise (example: swim/gym bus does not show up)
- Establishes and maintains the basic physical, social and emotional comfort level of all program participants.
- Assist with the development of program activity/snack calendar and newsletter
- Reports to the program coordinator or recreation director any problems or concerns
- Assists with maintenance of attendance, discipline and first aid records
- Maintains good communication with school administration, staff, and recreation office.
- Maintains good communication with parents of participants
- Meets with coordinator weekly
- Accepts assignments or special duties from Coordinator or Recreation Director
- Reviews checklist at closing to insure that staff has met basic requirements of cleanliness
- Assists staff with any cleaning
- Develops personal routines that promote the smooth running of the program
- Assist with staff training & development
- Supervises Program Assistants
- Must be able to lift 20lbs
- Must hold a current Driver's License and have reliable transportation

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Before and After School Program Assistants

- Must have had 1 or more years experience working with children or the equivalent education or experience
- Must have good communication skills
- Develops personal routines that promote the smooth running of the program
- Follows all policies, procedure and schedules and routines set by the Program Coordinator
- Establishes and maintains the basic physical, social and emotional comfort level of all program participants
- Accepts assignments or special duties from the Coordinator
- Attends staff training
- Assist we room setup and breakdown
- Reports any problems with staff or children to the Program Coordinator
- CPR and First Aid certifications preferred
- Must be able to lift 20lbs