

TOWN OF SANBORNTON

POSITION: Site Director
FLSA: Non-Exempt

REPORTS TO: Recreation Coordinator
UPDATED: April 2024

JOB DESCRIPTION – Site Director Before & After School Program and Summer Day Camp

JOB SUMMARY

The Site Director is responsible for operating a licensed school age childcare program and is in compliance with NH State Licensing rules and regulations. The Site Director is responsible for handling daily operations which meet quality standards, ensuring the safety of the children, designing, and implementing activities, supervising staff, and developing relationships with parents. This is a permanent part-time position where hours range from 29-32 during the school year, and 40 hours for the summer program

SUPERVISION RECEIVED

This position reports to the Recreation Coordinator

SUPERVISION EXERCISED

Oversees the counselors working for the camps.

EXAMPLES OF ESSENTIAL DUTIES

Essential duties and other important responsibilities may include, but are not limited to the following:

- Plan, organize, and implement the daily schedule & curriculum by providing a wide variety of activities that include snack time, physical play, creative arts, quiet activities, time for socializing and other enrichment activities.
- Respond appropriately to the individual needs of children, both physically and emotionally, in a positive and nurturing manner, ensuring the safety and security of all.
- Create and maintain indoor program space that meets the needs of children, allowing children to take initiative and explore their interests.
- Create a positive atmosphere that boosts self-esteem and the general self-concept of all program participants.
- Use positive behavior management techniques to guide the behavior of children in a consistent, fair, and logical manner.
- Maintain and display a positive attitude and relationships with all families and staff.
- Communicate daily with parents/guardians regarding child's day.
- Collaborate with families and the Recreation Coordinator to develop behavior plans when necessary.
- Provide First Aid and/or CPR as necessary; administer medication as required by NH Licensing guidelines; and recognize and report suspected child abuse.

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- Adhere to all regulations and requirements to ensure compliance with Child Care Licensing, which includes maintaining attendance records, children and staff files, fire drill log, behavior reports, injury reports, and medication authorization forms.
- Meet regularly with Recreation Coordinator to ensure positive relationship.
- Attend school open houses or events to promote programs and conduct community outreach.
- Expected to attend all required meetings, events, and trainings, and to work all supplemental programs (school vacations, etc) as needed during the school year.
- Promote teamwork and cohesiveness to build a program where all staff feel welcome and valued.

MINIMUM QUALIFICATIONS

- Must have a high school diploma or equivalent, and have at least one of the following:
- A bachelor's degree in elementary education or recreation, awarded by a regionally accredited college or university; or
- An associate's degree in early childhood education, awarded by a regionally accredited college or university; or
- Certification of successful completion of training as a Recreation Director PLUS 1,000 hours experience working with children in a licensed child care program, recreation program or elementary school; or
- A total of 12 credits in early childhood education, human growth and development, education or recreation; PLUS 1,000 hours of experience working with children; or
- Current certification as an educator by the NH Department of Education; or
- Experience working with children totaling 2,000 hours; AND current certification as a para 2 educator by the department of education; or
- Both of the following: Documentation of enrollment in a course for at least 3 credits in elementary education, human growth and development, recreation, or early childhood education through a regionally accredited college or university and a written plan on file for completion of at least 3 additional credits as specified; AND
- Within 12 months of the date the individual begins working as a Site Director, documentation of successful completion of a total of 6 credits in elementary education, human growth and development, recreation or early childhood education through a regionally accredited college or university, shall be on file for review by the department; or
- Maintain current medical health form. Form must be on file within 60 days of hire date. Screening must have been conducted within 12 months of date of hire and renewed every three years.
- Agree to be fingerprinted for FBI and state criminal background checks.
- Handles self in a professional manner. Works with integrity, discretion, and maintains confidentiality. Upholds a professional appearance

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PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position performs work in multiple environments and will be exposed to outside elements to include, heat and sun as well as snow and cold. For communicating with others, speaking is required; for receiving information and instructions, hearing is required; and for doing the job effectively and correctly, sight is required, specifically, close vision and the ability to adjust focus. Required to sit for extended periods of time, stand frequently, use hands to finger, handle, and fell objects or controls, reach with hands and arms, bend and lift and/or move 25 pounds or less.

BENEFITS

This position is considered permanent part-time and is eligible for the following benefits:

- Paid Vacation Time
- Earned Sick Pay
- Flexible Schedule
- Professional Development Assistance
- Employee discount

Employee Signature: _____

Date: _____