

SPECIAL NEEDS SUPPORT PROGRAM SUPERVISOR

SALARY: \$16.50

HOURS: Up to 40 hours a week

DAYS: Sunday- Saturday

REPORTING TO: Program Manger, Coordinators, or the Recreation Program Director/Planner

TRANSPORTATION: A reliable car is necessary. Supervisors will be asked to travel for work related purposes. Failure to have a vehicle 3 days over the summer will result in termination and ineligibility for rehire.

TRAVEL EXPENSES: Yes

QUALIFICATIONS: Must be mature, possess a positive attitude, and a willingness to lead by example.
Previous experience in school/recreation related field is required.
CPR/AED for the Professional Rescuer and First Aid Required.

DUTIES: To develop, create, and implement the Programs for special needs individuals.
To oversee all Sports and Recreational activities on a daily basis.

RESPONSIBILITIES:

1. To establish the philosophy/objectives of the program.
2. To develop a Supplies List Daily.
3. To implement a program clean-up policy/procedure at the areas that will be used on a daily basis.
4. To make sure all participants have been properly registered for the various programs.
5. To make sure all materials needed for the various programs are available.
6. To help establish and implement rules and regulations for all programs.
7. To carry out Departmental Policies.
8. To oversee the daily operations of all programs.
9. To provide a weekly written recap of program highlights to be given to the Coordinator and families.
10. To interact with other program representatives when appropriate.
11. To conduct two staff and one program evaluation.
12. To be the liaison between office/staff/parents for the program.
13. To keep a step-by-step book containing information dealing with the various programs and participants.
14. To handle all program related situations as they might occur.
15. Interact with parents, children, staff, and other employees in a professional and respectful manner.
16. Develop a working plan for the individual child/children you mentor with site managers, parents, and recreation office.
17. Handle outbursts, or specialized care of you assigned kids.
18. To perform any other related duties as needed.
19. Oversee covid protocols as determined by the Department, Board of Health and state Health Department.
20. To perform all other duties as needed.

