



BOYS & GIRLS CLUB OF CLIFTON JOB DESCRIPTION - Woodland Park School District

JOB TITLE: SITE SUPERVISOR of Before & After School Program

GENERAL FUNCTION

Under the direct supervision of the Program Coordinator and the Assistant Program Director, the Supervisor is responsible for carrying out of the overall function of the Schools' Out program sites in Woodland Park. Ensure the health and safety of members and site staff.

MINIMUM REQUIREMENTS

- 1: First Aid, Safety and CPR certification required
- 2: Demonstrate the ability to supervise staff
- 3: Demonstrate the ability to set and meet goals
- 4: Demonstrate the ability to effectively communicate with staff, parents and young people
- 5: Demonstrate the ability to perform basic administrative duties

GENERAL JOB SEGMENTS

- 1: To be a positive role model
- 2: Adhere to the Club Personnel Policies and Practices and for the implementation of the Club Discipline Policies and Guidelines
- 3: Provide guidance to staff
- 4: Direct administration of program services to site members
- 5: Perform other duties as assigned by the Program Coordinator, Program Director, Assistant Program Director and Administration

SPECIFIC JOB SEGMENTS

- 1: Assure that school site is staffed appropriately and meets all NJ State Licensing requirements. Conduct monthly required safety drills with members.



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- 2: Responsible for any paper work related to the school site such as attendance, accident/incident reports, program applications and payments
- 3: Responsible for holding monthly meetings with site program staff
- 4: responsible for picking up snack and program supplies and equipment as required.
- 5: Attend staff meetings and conferences to the betterment of the program

EFFECT OF END RESULT

This position is dedicated to the fulfillment of the mission of the Boys & Girls Club of Clifton through the development and presentation of relevant programming at the Club. The Supervisor of Schools' Out Program position has a primary impact on the overall effectiveness, completion and quality of the Club programs.