

JOB DESCRIPTION

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

JOB SUMMARY: Under the supervision of the YCS Assistant Director, Site Supervisors are responsible for programming and supervision of an assigned location that includes one or more of the following sites: Rowe School, Yarmouth Elementary School, Harrison Middle School, or other sites as needed for the program. The Site Supervisors are responsible for daily planning, supervising a variety of on-site activities & programs, and managing other staff & volunteers.

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 educational/learning resources, physical activities, and arts/craft activities.
- Plan and implement special activities.
- Supervision of the program's participants.
- 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 and forward a copy of these report to the YCS Assistant Director.
- 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.
- Implement all strategies suggested by the CDC guidelines to the best of our program's ability including, but not limited to:
 - Social distancing, wearing masks, washing hands, cleaning and disinfection efforts, drop off and pick up procedures, screening procedures, and other procedures.

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.

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