

JOB POSTING

Parks & Recreation Department



TOWN OF
Ogden
COUNTY OF MONROE
STATE OF NEW YORK

Title: Before/After School Supervisor

Starting Salary: \$11.40 hourly

Posted: 11/27/2018

Deadline: 12/7/2018

The Town of Ogden seeks a qualified candidate for a Before and After School Director opening. This is a part-time position/ Monday-Friday during the school year from 6:15am - 9:45am and 3:00pm – 5:30pm.

Description of Duties:

The Before/After School Director is responsible for supervising, planning, implementing, and organizing the daily Before and After School Program. Major emphasis is on program excellence and developing quality care of the highest standard. The incumbent will supervise any staff and volunteers that are assigned to them, maintain a safe environment for all participants, and communicate with parents/guardians regularly. Staff members must be qualified by training and experience to carry out their respective functions in the administration, operation and maintenance of the school-age child care program.

Desired Qualifications: EITHER:

- (A) Associate's degree in child development, elementary education, physical education, recreation or a related field AND at least two years direct experience working with children under the age of 13 years, including at least one year in a supervisory capacity, OR
- (B) NYS Children's Program Administrator credential or School Age Child Care Credential AND two (2) years direct experience working with children under the age of 13 years, including at least one year in a supervisory capacity, OR
- (C) Two years of college with 18 credits in the above listed areas of concentration AND two (2) years direct experience with children under the age of 13 years, including at least one year in a supervisory capacity.

*Must have strong interpersonal and organizational skills; excellent written and oral communication skills; possess knowledge of various resources for programming; maintain required certifications and training as needed.

Applications are available from the Receptionist at Ogden Community Center, 269 Ogden Center Rd., Spencerport or online at www.ogdenny.com.

Interested candidates should send an application by mail or email to:

Town of Ogden
269 Ogden Center Rd
Spencerport, NY 14559
Attn. Parks & Recreation

Email to: ParksRecDirector@ogdenny.com
For an Employment Application, Click [HERE](#)