

LAURI ANN WEST
COMMUNITY CENTER
JOB DESCRIPTION

POSITION TITLE:

Supervisor - Arts & Enrichment After School Program (A&E)

SUMMARY DESCRIPTION:

Responsible for the day-to-day management of the Arts & Enrichment After School Program. This includes overseeing and mentoring instructors, building relationships with families, and ensuring the facility meets the compliance standards required by the state of Pennsylvania.

ESSENTIAL FUNCTIONS:

- Schedule and train instructors
- Create classroom rosters based on the daily bus list
- Train instructors on the DHS compliance requirements for the rooms and staff
- Develop weekly curriculum guidelines for instructors to use in developing daily activities for their classrooms
- Create curriculum “kits” for instructors to use when serving as a substitute or when they need extra support
- Serve as the hallway support staff during program hours (taking children to the restroom, providing classroom support, and having discussions with parents regarding behavior concerns)
- Use the daily staff meetings as an opportunity to train staff and build the program
- Mentor staff members through instruction and regular observation
- Create a written evaluation of staff members on a minimum of one assessment every 12 months
- All other duties as assigned by the Programs Manager

QUALIFICATIONS/EDUCATION/EXPERIENCE REQUIREMENTS:

- High School Diploma or a general educational development certificate, **and** one of the following:
 - 30 credit hours from an accredited college/university in childhood education, child development, special education, elementary education, or the human services field
 - 600 or more hours of secondary training
 - 15 credit hours from an accredited college in childhood education, child development, special education, elementary education, or the human services field, **and** 1 year of experience with children
 - Completion of a post-secondary training curriculum
 - 2 years of experience with children
- Knowledge of state health and safety requirements or standard day care policies and procedures
- A medical physical within the previous 12 months
- A Mantoux TB Test within the past 12 months
- Pediatric First Aid and CPR Training
- PA State Criminal Background Check
- Child Abuse Clearance
- FBI Fingerprint Clearance
- Mandated Reporter Training

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- This position requires frequent walking, sitting, bending, stooping, periodically standing for long periods, using hands or fingers to manipulate, touch, or handle, and climb stairs.
- The work environment noise level is typical of a moderately noisy standard business with equipment running and members entering and exiting.
- Vision abilities required for this job include near and far vision, depth perception, and the ability to differentiate colors.
- Frequently, will need to lift or push up to 15 pounds, and periodically, up to 30 pounds.

JOB TYPE:

- Part Time
 - 1:00 pm - 6:00 pm on regular care days during the school year (students arrive via bus at 3:45 pm)
 - 8:00 am - 6:00 pm on full care days during the school year
 - 12:00 pm - 6:00 pm on half-care days during the school year
 - Schedule and total hours worked each week may vary depending on the Fox Chapel Area School District's plans
 - Schedule and total hours worked each week may vary depending on DHS regulation changes or updates

SALARY:

\$23 - \$25/hour

The Lauri Ann West Community Center is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. The Lauri Ann West Community Center does not discriminate on the basis of disability, veteran status or any other basis protected under federal, state or local laws.