

JOB OPENING

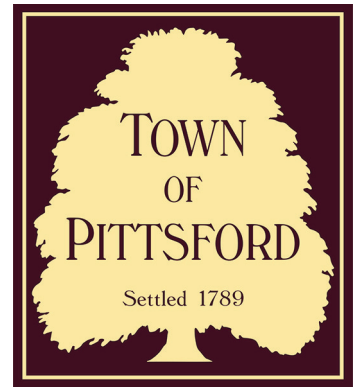
Recreation Department

Position: **After School Site Supervisor**

(Part-Time)

Posted: January 04, 2018

Deadline: January 31, 2018



The Town of Pittsford has an opening for the position listed above.

The Town of Pittsford Recreation Department has an opening in The After School Program for a site supervisor position. Site Supervisors provide support to the After School Director in planning and implementing programming. Create daily schedules and delegate responsibilities to counselors. Ensure accurate attendance each day. Maintain weekly rosters, participant sign out forms, and other program documents. Role model appropriate procedure and protocol for program staff. Site Supervisors must be actively engaged with program participants and parents.

The program hours are Monday - Friday, 3:00-6:00PM with additional hours for half days and school breaks.

Candidates should have experience working with children, strong communication skills, and the ability to multi-task. A degree in Education, or a related field, is preferred.

Starting rate for this position is \$12.30 per hour commensurate with experience.

Responding to the Town of Pittsford residents for information and concerns is an important aspect of this job. The candidate must have the ability to communicate effectively with the general public and act as a representative for the Town of Pittsford.

Background checks are required for all employment in the Town of Pittsford. All offers will be subject to successful completion of an acceptable background check.

Interested candidates should send an application, cover letter & resume by mail, email or fax to:

Town of Pittsford
11 South Main Street
Pittsford, NY 14534
Attn: Personnel Department

Email to: cfleming@townofpittsford.org
Fax to: (585) 248-6247
For an employment application, click [HERE](#)