

CITY OF SHAKER HEIGHTS
Position Vacancy Announcement
FOR IMMEDIATE POSTING
April 25, 2017

Job Title: Child Care Supervisor / Camp Director
Department: Recreation
Starting Salary: \$34,998 - \$40,586DOQ
Hours of Work: 37.5 hours per week (full-time split-shift) off weekends and most holidays

GENERAL DEFINITION AND CONDITIONS OF WORK:

The Child Care Supervisor/Camp Director oversees the child care program, camp programs and associated staff. Plans and organizes recreational and cultural programs for children, youth, adults and senior adults; maintains fiscal records related to these programs.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Develops, implements, supervises and updates childcare and summer curriculum, materials, activities and procedures; provides training to staff and assists with pre-camp orientation; assists in post-camp and child care evaluation of program and staff.
- Assists in organizing and supervising specific activities within a program area provided by the Recreation Department; assists in planning activities such as summer camp, special events and instructional programs at playgrounds, camps, city and school facilities, and other recreational areas; maintains discipline and encourages observance of required safety precautions.
- Advises Supervisor of needed alterations in program schedule, content and site locations; prepares written, detailed reports that include recommendations for upcoming year; develops accurate child care and camp record keeping practices (i.e. attendance, transportation, facilities maintenance, and day-to-day program evaluation.)
- Maintains informative and positive communication with participants, parents, supervisors, other Recreation Department administrators, school personnel and general public. Responds swiftly and appropriately to parent concerns.
- Attends staff and departmental meetings as assigned; conducts staff meetings.
- Evaluates, mentors and disciplines staff; makes recommendations to Supervisor regarding disciplinary actions of participants as needed.
- Ensures proper supplies and equipment available to implement a successful child care program and camp; maintains program records, supplies and equipment.
- Maintains awareness of new developments in assigned program areas; conducts research and incorporates new developments as appropriate to existing programs.
- Administers first-aid and CPR when necessary; constantly alert to protect health and safety of all students and campers.
- Performs related task as required and other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of child care practices and techniques; thorough knowledge of children's developmental and social growth expectations and needs; general knowledge of health, safety, and first aid practices, methods and techniques; skill in working with children; ability to develop plans and programs for individual development; ability to establish and maintain standards of behavior, ability to present material effectively both orally and in writing. Strong organizational skills are required. Must be a good listener, observer and have the ability to lead a team. Proven ability to effectively communicate with parents, staff, and teachers and the outside community. Requires accountability, reliability and commitment to working with children and adults from a variety of backgrounds.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to an associate's degree from an accredited college or university with experience in early childhood education and considerable experience in ability to communicate effectively and exchange important information with parents, staff, students and associates.

PHYSICAL REQUIREMENTS

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, standing, fingering, and grasping, vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

The City of Shaker Heights does not hire individuals who use or test positive for tobacco or nicotine products.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

PLEASE FILE CITY APPLICATION AND/OR RESUME WITH CITY OF SHAKER HEIGHTS HUMAN RESOURCES DEPARTMENT, 3400 LEE ROAD, SHAKER HEIGHTS, OHIO 44120 OR E-MAIL TO human.resources@shakeronline.com
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