

CITY OF SHAKER HEIGHTS
Position Vacancy Announcement
FOR IMMEDIATE POSTING
July 26, 2017

Job Title: Teen Afterschool Program Supervisor (temporary, part-time)
Department: Recreation
Hourly Rate: \$12.70 - \$15.10 (DOQ)
Hours of Work: 2:30 p.m. to 7:00 p.m., Monday – Friday;
(Some weekend daytime hours may be required.)

GENERAL DEFINITION AND CONDITIONS OF WORK:

Create an aspirational environment that promotes a culture of mutual support to recognize the assets of participants and develop opportunities for connections among peers and program staff. Build trusting relationships to create and enhance teen afterschool programs. Performs difficult professional and administrative work supervising teen afterschool program; does related work as required. Work is performed under the general supervision of a Program Coordinator. Supervision is exercised over all teen afterschool mentors.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Develops, implements, supervises and updates teen afterschool program equipment, materials, activities and procedures; provides training to staff; motivates youth to achieve maximum potential; prepares and maintains records, files and reports;
- Supervises and directs the performance of staff members; evaluates staff performance;
- Makes recommendations regarding hiring and terminating staff;
- Maintains informative and positive communication with participants, parents and the general public;
- Maintains open and effective communication with the School Age Child Care Program Coordinator and other recreation administrators as appropriate in regard to the programs, personnel and budget matters;
- Attends meetings as assigned;
- Establishes and maintains positive rapport with site personnel including administrative staff and custodians;
- Conducts regular staff meetings with teen afterschool mentors, as appropriate;
- Makes recommendations to the Recreation Director regarding discipline of participants, as needed;
- Advises Program Coordinator of needed alterations in program schedule, content and site locations;
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of child care practices and techniques; thorough knowledge of teen developmental and social growth expectations and needs; general knowledge of health, safety, and first aid practices, methods and techniques; skill in working with youth; 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.

EDUCATION & EXPERIENCE

Any combination of education and experience equivalent to an Associate's degree with experience in teen programming and considerable experience in ability to communicate effectively and exchange important information with parents, staff, participants and associates.

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 EOE