



JOB DESCRIPTION-Child Supervisor Part-Time Position

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Assist in teaching and guiding youth TK-6th grade children in healthy habits
- Shall follow the guidelines of the Enrichment Learning Opportunities Program
- Assists families in establishing and maintaining environments that promote health and wellness
- Facilitates group experiences in healthy living such as walks, playing with children, preparing healthy snacks, clean up, etc.
- Coordinates access to support services for youth
- Supervise children within the Horicon After-School Program
- Set up and clean up for Horicon After-School Program
- Maintains sign in sheets and records number of child participants
- Provide an environment of comfort and security for children with nurturing behavior and within Triple P Parenting guidelines.
- Observe students for changes in behavior and report findings to Programs Manager

QUALIFICATIONS:

- High School diploma or GED.
- Ability to read, hear and understand written verbal instructions, policy and procedure manuals, safety rules etc. Ability to write reports and correspondences. Ability to effectively lead a large group of students.
- A basic working knowledge of internet, email, and word processing program.

PHYSICAL DEMANDS:

- Meets the physical requirements necessary to perform assigned duties safely and effectively – bending, twisting, pushing, pulling, lifting, stooping and reaching. Potential exposure to physical injury from aggressive behavior.