

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

Title: Assistant Site Manager – Kids Plus Before & After School Program

Qualifications:

1. High school diploma or equivalent
2. Experience working with children 5-12 years of age
3. Good human relations and communication skills
4. Ability to be flexible to meet the needs and interests of children
5. Knowledge of developmentally appropriate behavior of children
6. Management and organizational skills
7. Reliable transportation
8. At least six credit hours of Child Development course work (preferred)

Reports To: Site Manager and Program Director or designees

Supervises: Recreation Leaders and Volunteers

Objective: To assist with supervision of program staff, volunteers, and program participants to ensure implementation of quality programming and effective operation of the site

Performance Responsibilities:

- A. Is punctual and attends work daily
- B. Assists in providing guidance for the daily operation of the program site
- C. Provides guidance and feedback to staff concerning supervision and discipline of children; monthly program plans and implementation of program plans; submission of evaluation forms, material request forms, and field trip evaluation forms; staff interaction with other staff, children, and parents/guardians; and staff attendance and punctuality
- D. Uses appropriate discipline and guidance techniques
- E. Greets parents/guardians in an appropriate manner on a daily basis
- F. Communicates frequently with parents/guardians and provides feedback and information regarding their children and program activities and events
- G. Maintains appropriate program records including databases, receipts, attendance, sign-outs, etc.
- H. Attends all required staff meetings and in-person trainings and completes all mandated online trainings
- I. Completes daily attendance report
- J. Contributes quality information to the monthly newsletter
- K. Maintains open lines of communication with the Site Manager and Program administration regarding daily operation of the program
- L. Assists in the evaluation of program staff, as assigned
- M. Assists in the planning of interest centers, intersession activities, field trips and other activities, as assigned
- N. Follows District and program guidelines and policies when supervising and evaluating staff and volunteers
- O. Performs other related duties, as assigned

Terms of Employment: At-Will position, compensated at an hourly rate as approved by the Board of Education

Evaluation: Performance will be evaluated in accordance with the District's plan for evaluation of Kids Plus staff

FLSA Status: Non-Exempt

Status: Created November 18, 1996
Last Revised (with title change) June 8, 2021