

Carrie Ribeiro, SPHR  
Director, Human Resources



**Town of Ludlow**  
488 Chapin St., Ludlow, MA 01056  
(413) 583-5600, x1239  
[HR@ludlow.ma.us](mailto:HR@ludlow.ma.us)

## **\*\* EXTERNAL POSTING \*\***

Title:	Before-/After-School Program Director	Classification:	Seasonal, 17.5 Hrs/Wk, Non-benefited
Department:	Recreation Commission	Grade: D3	Salary:
Reports to:	Recreation Department Director	Effective Date:	March 30, 2021

### **GENERAL SUMMARY**

This position follows the school calendar, typically from late August to mid-June, Monday through Friday. Provide administrative and supervisory support to the Recreation Department's Before-/After-School Program at Whitney Park. Assist in the daily operation of the Program and create engaging, educational and physical activities for Program's participants. Duties require independent judgment and assessment of situations within established procedures. Employee is authorized to make administrative decisions, referring policy matters to the Recreation Department Administrator/Commission.

### **KEY RESPONSIBILITIES**

*(The essential functions listed below are intended only as examples of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Responsibilities include, but are not limited to:

- Administrative duties of the Before- and After-School Program including supervising staff; creating work schedules; and assigning duties as well as conducting staff orientation and monthly staff meetings for one (1) hour each month.
- Creating schedule for participants' snack and activities.
- Supervising all group and assistant leaders; providing all staff with an annual performance evaluation.
- Being availability Monday - Friday, from 2:45 - 6:15 p.m., to meet with parents to discuss any issues or concerns they may wish to discuss.
- Organizing and holding evacuation drills; note the date and time the drills occurred, and its effectiveness.
- Ensures appropriate action is taken in response to discipline and notification to parents of injuries.
- Ensures all end-of-season duties to close the program are completed; and checklist given to Supervisor.
- Performs similar or related work as directed by Supervisor and/or designee.

### **MINIMUM QUALIFICATIONS**

Qualified applicants must be 21 years of age; must provide proof of current CPR and First Aide certifications and either:

- a). Have a Bachelor's Degree in Child Development, Early Childhood Education, Elementary Education, Child Guidance, Human Services, Nursing, Psychology, Physical Education, Recreation, Child Psychology, the Arts, Social Work, Sociology, or Child Care; six months of experience working with school-age children; **and** six months of administrative experience or evidence of satisfactory completion of at least nine credits in management or administration subject areas from an accredited institution of higher education; or
- b). Have a Bachelor's Degree in any field or an Associate's Degree in any of the fields of study listed in 102 CMR 7.32(2)(a)1.; 18 months of experience working with school-age children; **and** have six months of administrative experience or evidence of satisfactory completion of a least nine credits in management or administration subject areas from an accredited institution of higher education; or
- c). Have a high school diploma or equivalent; and have four years of experience working with children, of which is with school age children; and have one year of administrative experience or have evidence of satisfactory completion of nine credits in management or administrative subject areas from an accredited institution of higher education.

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Applicant must also possess excellent verbal and written communication skills; excellent interpersonal, organizational, multi-tasking and computer skills; ability to pay attention to detail and maintain strict confidentiality at all times and be a self-starter. Regular and punctual attendance is a requirement of the position. As a condition of employment, applicant must successfully pass a background check and be CORI certified.

#### **SUBMISSION DEADLINE**

Interested candidates should submit a **resume, cover letter and completed Town of Ludlow application** available at [www.ludlowma.us:81/HR/](http://www.ludlowma.us:81/HR/) by **APRIL 14, 2021**, via email to [HR@ludlow.ma.us](mailto:HR@ludlow.ma.us). If you have questions or need further information regarding this position, please contact Debbie Gates, Recreation Department at (413) 583-8856. **No application submissions will be accepted if incomplete or received after the deadline.** Qualified applicants will be called for an interview to be held starting April 13th. Applications are not held on file.