



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmcclanahan@cityofhaverhill.com

Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com

August 27, 2020

Job #2020-034

Room 100

Mayor's Office

**PLEASE POST
ANTICIPATED OPENING**

POSITION: School Age Site Coordinator (Camp Director) – Human Services
Wood School Day Care and After School Programs

HOURS OF WORK: Schedule to be determined (based on enrollment and need)
Part-time and/or Full-time positions may be available

SALARY: \$16.00 - \$23.00 per hour (Not eligible for benefits)

SUPERVISION RECEIVED:
Program Coordinator and/or the Director of Human Services.

SUPERVISION EXERCISED:
Youth Supervisors, Teacher Support, Group Leaders (School Age Staff), etc.

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:
Assist Program Coordinator (Director of School Age Programs) and provide support as needed. Meet weekly with the Program Coordinator and keep Coordinator advised of all situations.

Open and close The School Age Programs as needed. Supervise support staff. Coordinate and implement daily activities. Facilitate weekly staff meetings. Plan monthly themed programs. Assist with program planning. Assist with behavior problems or other assistance as needed during program hours. Post weekly staff plans.

Greet all children and parents upon arrival and dismissal. Keep accurate attendance and food attendance records. Keep accurate documentation of any accident or incident reports that are completed daily. Conduct monthly evacuation drills.

The duties listed above are intended only as illustrations of the various types 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.

PHYSICAL REQUIREMENTS:
Accommodate movement in and out of office. Ability to escort trips and activities for children. Ability to use a computer and a typewriter. Moderate amount of bending, squatting, lifting and stretching.



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MINIMUM QUALIFICATIONS/EXPERIENCE:

Must be at least 20 years of age. Must possess High School Diploma or equivalent and have one year of experience working with school age children **or** possess a Bachelor's Degree in any field and have six months of experience working with school age children.

Current and valid First Aid Certificate (to be renewed every three years). Current and valid CPR Certificate (to be renewed annually). Must pass physical examination every two years. Successful review of CORI/SORI background check. Evidence of immunity to measles, mumps and rubella (upon hiring). Must give statement of limitations in working with children, if applicable, upon hiring. Must perform a minimum of 12 hours of training annually. Documentation of education, upon hiring. Attendance is mandatory.

Applicants will be required to undergo a background check screening prior to appointment.

CLOSING DATE:

TUESDAY, SEPTEMBER 8, 2020

SUBMIT COVER LETTER, RESUME AND APPLICATION TO:

**Denise McClanahan, Human Resources Director
City of Haverhill
4 Summer Street Room 306
Haverhill, MA 01830**

"The City of Haverhill is an AA/EEO/ADA Employer."

APPLICATION IS AVAILABLE ONLINE AT:

www.cityofhaverhill.com/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com. PLEASE REFERENCE JOB # 2020-034 WHEN APPLYING ONLINE.