



## Healthy Kids

### **Before and After School Program at Gilbertsville Mount Upton School is HIRING!**

#### **TITLE: Site Director, Healthy Kids Extended Day Program**

**REPORTS TO:** Regional Director

**JOB DATES:** Follows School District Calendar.

**PAY RANGE:** \$15.00-16.50 Per Hour, (based on qualifications, experience and program size)

**JOB DESCRIPTION:**

*Summary: Responsible for all aspects of the operation of a single Healthy Kids Extended Day Program. Name may appear on up to 4 licenses.*

**JOB CONSISTS OF:**

- Providing warm, nurturing care for children during the hours of operation
- Ensure staff and program complies with OCFS guidelines, Healthy Kids Extended Day Program policies and host school policies
- Direct daily activities which could include: fitness activities, group games, arts & crafts activities, reading, homework completion and other activities
- Perform administrative management functions to include accurate attendance records, accurate registration materials, accurate staffing files and staffing hours
- Provide continual communication with Regional Director and all Parents

**QUALIFICATIONS:**

Associates degree in Early Childhood AND Two years full-time teaching experience in a child day care center family or group family day care home, or other early childhood program AND two years of experience supervising staff

**OR**

School Age Child Care Credential AND Two years direct experience working with children under the age of 13, including at least one year in a supervisory capacity

**Must also:**

- Possess high energy, be engaging and a team player
- Pass full background check including fingerprinting and reference checking, SEL, SCR
- Be medically fit to perform job duties and free of TB
- Be warm, friendly, caring with an upbeat personality and love working with children
- Have excellent people skills in dealing with children, parents and staff.
- Be professional, reliable and prompt

***If you are interested please email your resume to LeeAnn Scivolette  
[Leeann@healthykidsprograms.com](mailto:Leeann@healthykidsprograms.com) or call 845-839-3494***

**Healthy Kids**

**Before and After School Program at**



**Gilbertsville Mount Upton School is**

**HIRING!**

**TITLE: Site Supervisor, Healthy Kids Extended Day Program**

**REPORTS TO:** Site Director/Regional Director

**JOB DATES:** Follows School District Calendar.

**PAY RANGE:** \$13.00-15.00 (based on qualifications, experience and program size)

**JOB DESCRIPTION:**

*Summary: Assist Site Director on certain staff management issues and function as the designated person in charge when the Site Director is not on site. Regularly meet with SACC Director to make decisions, solve problems and strategize on immediate issues with a one day-one month time horizon.*

**JOB CONSISTS OF:**

- Providing warm, nurturing care for children during the hours of operation
- Act in ways that ensure staff and program complies with OCFS guidelines, Healthy Kids Extended Day Program policies and host school policies.
- Direct daily activities which could include: fitness activities, group games, arts & crafts activities, reading, homework completion and other activities
- Perform administrative management functions to include accurate attendance records, accurate registration materials, accurate staffing files and staffing hours, when director is not on site
- Provide continual communication with Regional Director and all Parents

**QUALIFICATIONS:**

An Associate's degree in Child Development, Elementary Education, Physical Education, Recreation or a related field; **OR** A School-age Child Care Credential or other Office recognized credential specific to the school-age developmental period; and one year experience working with children less than 13 years of age; **OR** A high school diploma or its equivalent; and two years direct experience working with children under 13 years of age.

**Must also:**

- Possess high energy, be engaging and a team player
- Pass full background check including fingerprinting and reference checking, SEL, SCR
- Be medically fit to perform job duties and free of TB
- Be warm, friendly, caring with an upbeat personality and love working with children
- Have excellent people skills in dealing with children, parents and staff.
- Be professional, reliable and prompt

***If you are interested please email your resume to LeeAnn Scivolette***

***[Leeann@healthykidsprograms.com](mailto:Leeann@healthykidsprograms.com) or call 845-839-3494***

**Healthy Kids**

**Before and After School Program at**



**Gilbertsville Mount Upton School is**

**HIRING!**

**TITLE: Assistant Teacher, Healthy Kids Extended Day Program**

**REPORTS TO:** Regional Director/Site Director/Site Supervisor

**JOB DATES:** Follows School District Calendar.

**PAY RANGE:** \$11.50, (based on qualifications, experience and program size)

**JOB DESCRIPTION:**

Summary: Assist in caring for enrolled children at the Healthy Kids Extended Day Programs.

**JOB CONSISTS OF:**

- Providing warm, nurturing care for children during the extended day period
- Assist in daily activities which could include: SPARK fitness activities, group games, arts & crafts activities, reading, homework completion and other activities
- Act in ways that ensure staff and program complies with OCFS guidelines, Healthy Kids Extended Day Program policies and host school policies

**QUALIFICATIONS:**

- 18 years or older
- High School diploma (or equivalent) OR 1 year experience working with children under 13
- High energy, engaging and a team player
- Must pass full background check including fingerprinting and reference checking, SEL, SCR
- Must be medically fit to perform job duties and free of TB
- Warm, friendly, caring and upbeat personality.
- Excellent people skills in dealing with children, parents and staff.
- Professional, reliable and prompt.
- Loves working with children

***If you are interested please email your resume to LeeAnn Scivolette***

***[Leeann@healthykidsprograms.com](mailto:Leeann@healthykidsprograms.com) or call 845-839-3494***