GREATER MIDLAND
WELLNESS . RECREATION . SOCIAL SERVICES

Position Title: Lead School Site Supervisor
Location: Greater Midland Community Center
Job Classification: Part-Time, 25-29.5 hours/week, Split shift 7:00A-9A and 3:00P-6:00P, No Weekends
Starting Pay Range: $11.00-12.00/hour

About the job: The purpose of this position is to oversee the Before and After school program at Central Park Elementary or Chestnut Hill Elementary. The Lead School Site Supervisor must maintain licensing requirements for the State of Michigan and the Greater Midland Community Center at all times. There is constant interaction with children, parents/guardians and staff. Our goal is to maintain positive working conditions and relationships.

Major Job Responsibilities:

- Direct, instruct and supervise staff.
- Supervise and ensure the safety and well-being of the children at all times, being alert for the needs and/or problems of the children as individuals and as a group.
- Plan, execute and participate in developmentally appropriate activates for the children each day.
- Train staff on a continual basis.
- Create, submit and use lessons plans weekly/monthly.
- Prepare a staff schedule which meets licensing ratios for your particular age group.
- Maintain staff/child class ratios at all times and reduce/add staff accordingly.
- Maintain good communication with children and parents/guardians. Hold parent-teacher conferences as needed for individual children.
- Maintain child information folders and tri-fold to meet licensing regulations.

Qualifications:

- Be at least 19 years of age
- Earned a High School Diploma, GED or equivalent
- Have 480 hours of experience working as a caregiver
- Have completed 15 clock hours, 1 semester hour or 1.5 CEUs of documented school-age training
- DHHS Clearance, IChat
- TB test & Physical required
- CPR/First Aid Certification
- Fingerprints on file with the State of Michigan

Benefits: As a part-time employee of Greater Midland you receive:

- A free premier membership at any of our centers with the ability to upgrade to a family membership.
- Discounts on Greater Midland programs and services.
- 25% off childcare and day camp for the employees' child or dependents at all centers.
- Vacation and 401k benefits available based on eligibility requirements.

About Greater Midland: In 1919, the Midland Community Center opened its doors to the community, offering a gymnasium, bowling alley and meeting rooms. For over 90 years, Greater Midland has responded to the changing needs of a dynamic community, growing in physical size, locations and the number of services they provide to their members. In 2015, the 501c3 underwent a brand change to unify its nine operating units serving Midland County, becoming Greater Midland.

How to Apply: If you feel your skills and experience are a match for this position please email a resume to resume@greatermidland.org with a subject line: Lead School Site Supervisor.