



**Vernon Police Athletic League**  
**25 Church Street**  
**Vernon, NJ 07462**

**Title:** Before Care On-Site Program Director/Supervisor

**Job Description:** Before Care On-Site Program Director/Supervisor will provide supervision and instruction to, and coordinate activities for, Kindergarten-4<sup>th</sup> and/or 5<sup>th</sup>-8<sup>th</sup> grade students in a positive learning and social environment before school hours.

**Qualifications:** High School Diploma or General Education Diploma (GED) and 1 year in child care

**Duties and Responsibilities:**

1. Be able to create a fun and safe learning environment.
2. Prepare, facilitate, and participate in large group activities, games, and crafts.
3. Assist students with homework assignments.
4. Supervise any children left after After-School hours and contact parents and/or necessary authorities regarding their pick up.
5. Communicate with parents/guardians concerning their child/ren
6. Assist and monitor students and staff during program hours.
7. Maintain accurate and up to date student, staff and After-School Program records.
8. Ensure that program site is cleaned; all materials and equipment are securely put away every day at closing time.
9. Maintain and verify time sheets for staff and prepare bi-weekly paperwork for processing payroll.
10. Take direction from Executive Director and Assistant Director where applicable.

**Job Qualifications:**

1. At least 4 years of relevant experience with school aged children
2. Certified in First Aid, CPR and AED
3. Must meet all background clearance requirements
4. Possess love, care and concern for children and enjoy being with and working with them.
5. Ensure that facilities, equipment and materials are respected, maintained and cleaned as required.
6. Required medical physical with wellness clearance and take a Mantoux tuberculin test and provide PAL with results of both.
7. Must attend "Understanding Licensing Course" presented by the State.
8. Must complete, within 9 months after approval from Office of Licensing as On-Site Program Supervisor and Director, the following training: 6 hours in child care and 3 hours in child program management.