

TOWN OF PELHAM  
PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION  
PRESCHOOL SUPERVISOR

DESCRIPTION:

The Preschool Supervisor is a temporary/seasonal position with the Parks and Recreation Department summer program. Candidates will work 15 - 20 hours each week for 7 weeks. They will supervise the preschool counselor, plan and run a variety of recreational programs for the preschool playground consisting of children 4 - 5 years old.

QUALIFICATIONS:

- Must be at least 18 years of age.
- At least 2 years experience working with preschool age children
- OR
- At least 2 years of college education toward child care, early childhood education, or related field.
- Must be certified in Basic First Aid and Community CPR from American Red Cross or other recognized program.

DUTIES AND RESPONSIBILITIES:

- Plan all activities and events for preschool program.
- Submit week by week schedule of activities prior to start of program.
- Assure the safety of all participants.
- Responsible to work scheduled hours.
- Meet with Director of Parks and Recreation on weekly basis.
- Put in all requests for supplies, equipment etc. with the Director of Parks and Recreation.
- Supervise Preschool Counselor and other volunteer aides.
- Ensure the successful operation of the program and its activities.
- Make suggestions to the Director of Parks and Recreation for improvement of the program.
- Report any problems to the Director of Parks and Recreation.
- Responsible for communicating effectively with parents of program participants.
- Working with Playground Director and Waterfront Director for planning of activities and use of equipment and facilities.
- Wear appropriate attire at all times.
- Act in a professional and courteous manner at all times.
- Perform other tasks necessary for the successful operation of the preschool program.