



# FISHKILL RECREATION

793 Route 52, Fishkill, NY 12524 ~ tel. 845.831.3371 ~ fax 845.831.3169 ~ www.fishkillrecreation.com

## AFTER SCHOOL PROGRAM

### ***JOB REQUIREMENTS & DESCRIPTION:***

The Town of Fishkill offers an After school program for School Age Children at Fishkill, Brinckerhoff, and Glenham Elementary Schools. Applicants should be caring, compassionate, safety conscious, energetic, & have experience caring for children grade K-6. We are committed to providing top quality care for students who are enrolled in our program. Our goal is to enhance the lives of every child that attends by exposing them to a variety of vibrant, quality, and efficient recreational opportunities and events. For more details, please visit our “Inschool Recreation” page at [www.fishkillrecreation.com](http://www.fishkillrecreation.com).

Applicants must have the following qualifications in order to apply for the appropriate positions below:

### **ALL STAFF POSITIONS:**

For position-specific requirements, see the appropriate position listed on page 2. All staff positions must meet the following requirements.

1. Must be mature, of good character, positive role model, and possess suitable personal qualifications.
2. Must be in good physical and mental health, and have the energy and emotional stability necessary to fulfill the responsibilities of their positions.
3. All Employees should have the ability to run, climb on playground equipment, play with the children, and participate in all activities which may include but not limited to sports, dancing, exercise, and crafts.
4. Must have experience in supervising and working with school age children.
5. Must be responsible, reliable, and have reliable transportation.
6. Must be qualified by training and experience to carry out their respective functions in the administration, operation and maintenance of the school-age child care program.
7. Must attend scheduled staff trainings and meetings.
8. Must pass all background checks including but not limited to fingerprinting, child abuse, sex offender registry, and criminal.
9. Must pass annual and random drug tests.
10. Must provide references.
11. In order to complete background checks, drug tests, and references, applicants must be able to provide some or all the following:
  - A. Copy of driver’s license or other government issued identification.
  - B. A statement or summary of each applicant’s employment history including, but not limited to, any relevant child-caring experience; (the names, addresses and day time telephone numbers of at least three acceptable references, other than relatives, at least one of whom can verify employment history, work record and qualifications, and at least one of whom can attest to the applicant’s character, habits and personal qualifications to be a school-age child care program staff member;
  - C. A sworn statement by the applicant indicating whether, to the best of the applicant’s knowledge, such applicant has ever been convicted of a misdemeanor or felony in New York State or any other jurisdiction and fingerprint images as required to comply with the requirements of 413.4 of this Title; and
  - D. The information necessary to determine whether the applicant is the subject of an indicated report of child abuse and maltreatment as required by section 414.10(b)(i) of this Part.
  - E. The information necessary to determine whether the applicant is listed on the register of substantiated category one cases of abuse or neglect maintained by the Justice Center for the Protection of Persons with Special Needs, pursuant to Section 495 of the Social Services Law, as required by section 414.10(b)(1)(ii).

**For position-specific requirements, see the appropriate position listed on page 2.**





## SITE DIRECTOR REQUIREMENTS & JOB DESCRIPTION:

**DESCRIPTION:** The Site Director is responsible for all on-site operations related to the After School such as student supervision, staff supervision, safety of all, record maintenance, and facilitation of planned and impromptu activities. Below is a list of requirements and job duties specific to the position.

### **BASIC REQUIREMENTS & JOB DUTIES:**

1. Must meet requirements listed under "ALL STAFF POSITIONS" on Page 1.
2. Site Director Applicants must meet one of the educational/experience options listed below;
  - a. OPTION 1:
    - i. Associate's degree in Child Development, Elementary Education, Physical Education, Recreation or a related field.
  - b. OPTION 2:
    - i. School-age Child Care Credential or other Office recognized credential specific to the school- age developmental period AND
    - ii. Minimum of one year experience working with children less than 13 years of age.
  - c. OPTION 3:
    - i. High School diploma or its equivalent AND
    - ii. Minimum of two years direct experience working with children under 13 years of age
3. Must be at least 18 Years old by September 1<sup>st</sup>.
4. Must have or complete the Child Care Council approved certification in First Aid & CPR.
5. Must have the ability to travel from site to site. (*ie. M,W,F @ one site and T,Th @ another site*)
6. Must have reliable transportation.
7. Must be able to transport supplies between the Recreation Center and After School site.
8. Maintain all statutes and regulations of the Child Care Council and Town of Fishkill Policies
9. Work independently, cooperatively, and take initiative.
10. ENTERTAIN, not babysit, school age children.
11. Participate in all activities and assist Specialists.
12. Have the ability to utilize positive discipline procedures.
13. Maintain daily, open communicate with the parents and contact them in case of emergency or illness.
14. Communicate necessary issues with Recreation Director and fellow coworkers.
15. Attend Staff meetings and complete required (30 hours) training sessions.
16. Facilitate planned and impromptu activities.



## **COUNSELOR REQUIREMENTS & JOB DESCRIPTION:**

**DESCRIPTION:** The Counselor is responsible for assisting the Site Director in all on-site operations related to the After School such as student supervision, safety of all, record maintenance, and facilitation of planned and impromptu activities.

Below is a list of requirements and job duties specific to the position.

### **BASIC REQUIREMENTS & JOB DUTIES:**

1. Must meet requirements listed under "ALL STAFF POSITIONS" on Page 1.
2. Must be at least 18 Years old by September 1<sup>st</sup>.
3. Must meet one of the educational/experience requirements below:
  - A. High School diploma or its equivalent OR
  - B. At least one year experience working with children under 13 years of age
2. Must have or complete the Child Care Council approved certification in First Aid & CPR.
4. Must have reliable transportation.
5. Must have the ability to travel from site to site. *(ie. M,W,F @ one site and T,Th @ another site)*
6. Work independently, cooperatively, and take initiative.
7. ENTERTAIN, not babysit, school age children.
8. Participate in all activities and assist Site Director, and Specialists.
9. Have the ability to utilize positive discipline procedures.
10. Communicate with the parents on a daily basis and contact them in case of emergency or illness.
11. Communicate necessary issues with Directors and fellow coworkers.
12. Attend Staff meetings and complete required (30 hours) training sessions.
13. Assist Directors and Specialists in carrying out scheduled plans, activities, and required statutes and regulations of the Child Care Council.