



JOB OPENING

JOB TITLE	After School Program Site Supervisor
POSTING DATE	April 21, 2022
CLOSING DATE	Open until filled.
DEPARTMENT/DIVISION	Special Services/HAWK
EMPLOYEE GROUP	General
EMPLOYMENT STATUS	Part-time/Temporary
START DATE & WORK SCHEDULE	August 22, 2022 12 to 25 hours per week, Monday – Friday, 2:00 p.m. – 6:00 p.m. Additional hours and work opportunities are available to staff through our Special Services programs.
PAY RATE	\$13.00 - \$15.00 per hour
PREVIOUS WORK EXPERIENCE	Education classes or experience in camp, youth programs, recreation, working with children, or in a related field preferred.
EDUCATION:	High School diploma and some college classes preferred.
SPECIAL SKILLS & TRAINING	Superior customer service skills. Upon hire, completion of First Aid and CPR certification is required. Strong situational awareness, self-motivation, leadership, teamwork, organizational, and communication skills required.
BASIC RESPONSIBILITIES	Under the supervision of the Recreation Specialist, provides supervision of youth in grades 6 th - 8 th in the City's After School Program. The program provides a variety of indoor and outdoor recreation opportunities to participants in a fun and safe environment. Plan and oversee the daily operations of program site including staff and participants, check-in/check-out, activities, and tutoring services. The Site Supervisor is responsible for the safety of all Youth Members attending program. Provides proper behavioral guidance/discipline if needed. Use of strong verbal skills when communicating with families.
HOW TO APPLY	All candidates must complete a City of Farmington Hills employment application . Applications are located at www.fhgov.com or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336) or at the Costick Center, 28600 Eleven Mile Road, Farmington Hills. Please email the completed application and supporting documents to hr@fhgov.com or in person to the HR Department for consideration.

EQUAL OPPORTUNITY EMPLOYER