



Community Recreation Association

400 Main Street, Dalton, MA 01226

413-684-0260—www.daltoncra.org

CRA JOB OPPORTUNITY

After School Program Head Teacher (Site Coordinator)– Part Time

The Dalton Community Recreation Association (CRA) is seeking a highly motivated, professional, caring and hard-working head teacher who will provide leadership, supervision, and coordination for the Becket/Washington Elementary Kids Club. You will have the opportunity to partner with the school, parents and your team to facilitate learning through passionate delivery of our high quality programs.

Responsibilities will include:

- Functioning as the group leader in a classroom of school-age children
- Must be able to provide input and implement a creative, stimulating, developmentally appropriate curriculum
- Provide supervision and monitoring of health and safety needs; promote independence and creative thinking skills
- Direct the daily operations of the program in support of policies and procedures
- Motivate, train, develop and oversee all on-site staff
- Organize, evaluate, and oversee the school site to create a fun and engaging learning environment
- Foster relationships by creating open and ongoing professional communication with parents and school administration
- Provide a caring family-oriented environment where positive child/adult relationships are developed
- Provide guidance and feedback to help team members strengthen knowledge and skills to accomplish individual and team goals
- Strong attention to detail and accuracy
- Well-organized, thorough, and highly reliable/dependable
- Ability to remain calm and maintain a high-level of professionalism and personal and work ethics/integrity at all times

Requirements:

- This is a part time position that requires weekday afternoon (approximately 2:30 – 5:30) availability 5 days a week (M-F) - and 2 hours planning time
- Must be at least 20 years old and
- Must meet one of the following: - Have a Bachelor's Degree in Child Development, Early Childhood Education, Elementary Education, Child Guidance, Human Services, Nursing, Psychology, Physical Education, Recreation, Child Psychology, the Arts, Social Work, Sociology, or Child Care; and 6 months of experience working with school age children.
- OR Have a Bachelor's Degree in any field or an Associate's Degree in Child Development, Early Childhood Education, Elementary Education, Child Guidance, Human Services, Nursing, Psychology, Physical Education, Recreation, Child Psychology, the Arts, Social Work, Sociology, or Child Care and have nine months of experience working with school age children.
- OR Have a high school diploma or equivalent and one year of experience working with school age children.
- Flexible and demonstrates a passion to work with children in a learning environment
- Ability to successfully pass and maintain criminal background history checks including: CORI, SORI, DCF and Fingerprinting through EEC

Send a resume and cover letter by July 25, 2017

to Bethany McNulty—Out of School Director:

bmcnulty@daltoncra.org or

**Dalton CRA
c/o Bethany McNulty
400 Main Street
Dalton, MA 01226**

The Dalton CRA is an equal opportunity employer.