



Job Title: Spark Summer Learning Site Supervisor

Overtime Status: Full Time Temp (May 28th - Aug. 2nd) Part Time Temp

Class: Sedentary Light Medium Heavy Very Heavy

REQUIREMENTS

- A. Must be at least 18 years of age and of good moral character
- B. **Certification Requirements:** Must already have or be willing to quickly obtain CPR and First Aid certification, already have or be willing to quickly obtain a Food Handlers Permit, hold a valid state (Nebraska) Teaching Certificate and employed as a staff member or used as a volunteer at a licensed school-age-only center that is on the premises of an accredited or approved school will be considered to have met the qualifications. If a Teaching Certificate is not obtained, one of the following may be adequate replacement of the teaching certificate:
 - Hold a bachelor's degree from an accredited college or university in education, early childhood education, or child/youth development
 - Hold an associate degree from an accredited college or university in education, early childhood education, or child/youth development
 - Hold a Child Development Associate Credential
 - Have a high school diploma or GED **AND** 1500 verified clock hours of experience in organized group activities for school-age children as indicated by a positive reference from a former employer or supervisor
- C. **Experience Desired:** Highly organized and excellent verbal and written communication skills, previous experience supervising a group of direct reports, previous experience with K-5 children in an education or camp setting, previous operations and administration experience a plus, background in and passion for one or more of the STEAM disciplines. Regular, dependable attendance is an essential function of this position.
- D. **Training Availability:** Regular availability for weekly training beginning March 1st.

REPORTS TO: Program Director

RECEIVES GUIDANCE FROM: Program Director and President

SUPERVISES: Spark Guides and Volunteers

ESSENTIAL FUNCTIONS:

NOTE: This is a generalized job description. Specific duties and responsibilities may vary. Applicants should be made aware of the specific functions of the position prior to employment.

Performs the following tasks:

- Manage daily program operations including site paperwork
- Work with Program Director as point of contact for program partners, vendors, parents and stakeholders
- Understand the service agreements between site staff, transportation services, food providers and contacts at field trip venues
- Strong understanding of employee policies and procedures
- Ability to act as a back up to Program Director in their absence
- Work with staff to organize planned activities including preparing materials
- Work with appropriate staff and partners to design curriculum for one or more weeks according to STEAM area of expertise
- Other duties as assigned

WORKING CONDITIONS:

Works primarily in a climate controlled environment with minimal safety/health hazard potential. Works 10% of the time outdoors and 10% of the time offsite for field trips. Needs to be able to lift 30 pounds, stand for long periods of time. Uses fine motor skills and near vision regularly.