



Community Recreation Association

400 Main Street • Dalton, MA 01226

413-684-0260 • daltoncra.org



- CRA JOB OPPORTUNITY -

After School Program Site Coordinator - Part Time

The Community Recreation Association is seeking three individuals for our After School program Site Coordinator position. This position is a part time, runs through the school year, and is responsible for providing leadership, supervision, and coordination of the **Craneville Elementary, Kittredge Elementary, and Becket/Washington Elementary Kids Clubs.**

Kids Club is a state licensed child care service that provide safe, structured, and enriching activities for elementary school students. The program offers supervised activities that enhance children's educational, social, physical, and emotional development. The Site Coordinator positions are responsible for overseeing the site and student files, implementing appropriate curriculum, foster relationships with parents, students, and school administration, and follow all EEC regulations and guidelines.

Job requirements - leading the ongoing program, directing staff, following EEC requirements, communicate effectively with staff and families, and being available for the program.

Salary - negotiable and based on applicant's history working with children, education level and life experience.

Hours - This is a part time, school year position with the expectation that the Site Coordinator will be on site during the hours when the program is operating. Monday thru Friday 2:30pm - 5:30pm and will included 3 additional hours of planning, training, and administrative time.

Location - The Kids Club program is located on site of the following three elementary schools; Craneville Elementary (Dalton, MA), Kittredge Elementary (Hinsdale, MA), and Becket/Washington Elementary (Becket, MA). Each Site Coordinator will be assigned to a location and will need reliable transportation to be on site daily.

Qualifications - At a minimum must be able to meet the requirements for the Site Coordinator with the Massachusetts Department of EEC; degree in early education is highly desirable; previous experience working with school age children; Must have a high school diploma or equivalent.

The Dalton CRA is an Equal Opportunity Employer

Send your resume and cover letter to:

tvreeland@daltoncra.org or

Taylor Vreeland • Dalton CRA • 400 Main Street, Dalton, MA 01226