



**Community Recreation Association**  
400 Main Street • Dalton, MA 01226  
413-684-0260 • [daltoncra.org](http://daltoncra.org)   

## **CRA JOB OPPORTUNITY – After School Site Coordinator**

**DATE:** July, 2024  
**SUPERVISOR:** After School Program Leader  
**HOURS:** 18 hours / Monday-Friday  
**CLASSIFICATION:** Part Time

### **GENERAL SUMMARY**

The CRA is a non-profit community house serving people of all ages in Central Berkshire with recreational, social, educational, cultural, and wellness programs. We are a small organization with a dedicated, hard-working, and supportive staff with a passion for our mission.

We are seeking three (3) highly motivated, professional, caring and hard-working individuals to provide leadership and supervision, as Site Coordinators, for our after school Kids Club Program. Site Coordinators will have the opportunity to partner with the school, parents and a team to facilitate learning through passionate delivery of our high quality programs.

These positions are located within the CBRSD Schools, Kittredge Elementary (Hinsdale, MA), Becket Washington Elementary (Becket, MA), and Craneville Elementary (Dalton, MA). Site Coordinators will be present at program Monday-Friday, 2:30-5:30pm and will have an additional 3/hr of paid prep time.

### **SKILLS, KNOWLEDGE, AND RESPONSIBILITIES:**

- Direct the daily operations of the program in support of policies and procedures.
- Must be able to provide a creative, stimulating, developmentally appropriate curriculum for school age children.
- Provide supervision and monitoring of health and safety needs; promote independence and creative thinking skills.
- Motivate, develop and oversee all on-site staff while providing guidance and feedback to help team members strengthen knowledge and skill to accomplish individual and team goals.
- Organize, evaluate, and oversee the school site to create a clean, fun and engaging learning environment.
- Foster relationships by creating open and ongoing professional communication with parents and school administration.
- Ability to remain calm and maintain a high-level of professionalism and personal and work ethics/integrity.
- Strong attention to detail and accuracy.
- Well-organized, thorough, and highly reliable/dependable.
- Follow EEC Regulations and Guidelines including overseeing children and staff files on site.

### **QUALIFICATIONS**

Various combinations of education and experience qualify an individual for the Site Coordinator. Please review the qualification through the Office of Early Education and Care (page 17): <https://www.mass.gov/doc/minimum-hiring-requirement-policies-for-educators-updated/download>

**Send your resume and cover letter to:** [tvreeland@daltoncra.org](mailto:tvreeland@daltoncra.org) or Community Recreation Association, c/o Taylor Vreeland, Administrative Director, 400 Main Street, Dalton, MA 01226

*The CRA is an Equal Opportunity Employer*