

## AFTER SCHOOL PROGRAM DIRECTOR

The Prosper Valley School (The Pomfret School)  
Windsor Central SU  
Pomfret, Vermont

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### Job Description

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The Program Director oversees all aspects of the Prosper Valley Afterschool program as well as providing direct service to the children. The Program Director is responsible for overseeing staff and students. Hours of employment will be Monday – Friday from 2 – 6 pm, following the school calendar.

#### RESPONSIBILITIES OF DIRECTOR:

- Design and implement an enriching after school program for students in grades K-6, consistent with the goals and philosophy of TPVS
- Ensure safety of children and staff
- Supervise staff
- Communicate effectively with children, parents and staff
- Ensure the program meets all the licensing requirements for an after school program
- Maintain records of attendance, payments as well as health & safety incidents
- Establish a healthy snack program
- Current First aid and CPR training
- Other reasonable duties that might be assigned by the Principal

### Job Requirements

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- At least 1 year of relevant experience preferred
  - Bachelor degree preferred
  - Citizenship, residency or work VISA in United States required
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