Job Description- S.P.A.R.K. Program USD #261
Title: Program Supervisors—PART TIME (5 hours per week for AM Program, 12 hours for Afterschool Program)
Reports To: Site Coordinator, Program Director

This person will be required to work well with middle school aged students in the SPARK program located at Haysville Middle School. We have positions available for both our morning and afternoon programs. We focus on academic assistance and enrichment activities for kids. We need creative, flexible individuals to join our team.

Qualifications:

Education:

- High School diploma or GED, college degree or progress toward degree is preferred

Experience:

- Ability to motivate youth and manage behavior problems.
- Ability to implement quality programs for youth.

Skills:

- CPR and First Aid certifications preferred, we will assist in obtaining if needed
- Ability to organize and supervise members in a safe environment.
- Valid state Drivers License
- Ability to work in a busy, fast paced environment.

Environment & Working Conditions:

- Specific Program Area:
  - Education
  - Arts
  - Athletics

Duties & Responsibilities:

1. Promote and stimulate program participation
2. Provide guidance and role modeling to members.
3. Effectively implement and administer programs and activities.
4. Monitor and evaluate programs and activities to ensure safety of members, quality of programs and appearance of SPARK at all times.
5. May need to participate in special programs and events.
6. Generate ideas for program activities and take initiative to develop new activities (Afterschool)
7. Facilitate Tutoring group during school year program (Morning Program)
8. Quickly administer discipline when needed, in a fair manner in accordance to SPARK rules

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, not to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.