



The Open Door School Age Care Program
Orange Community Education & Recreation
32000 Chagrin Blvd
Pepper Pike, OH 44124
216-831-8605
www.orangerec.com



JOB DESCRIPTION

Position: Open Door Program Leader

Program Area: Youth Program of Orange Community Education & Recreation

Schedule: School year part time position – Monday-Friday 1:30 – 5:30pm;
other times as scheduled. Summer hours optional
90 working day probationary period.

Reports to: Open Door/Youth Supervisor

Requirements & Qualifications:

Professional experience in working in and implementing a school age child care program in a similar non-profit educational/recreational setting.

Knowledge of child development and a solid commitment to serving children and families in a non-profit, public service arena.

Excellent organizational and customer relation skills. Must be detail oriented, and flexible.

Ability to handle and prioritize diverse and changing duties with solid commitment to serving the families of Open Door.

Ability to team and collaborate with a dedicated and enthusiastic team of community education and recreation professionals in public school setting year round.

Should be adept in human relations with peoples of all ages and exhibit positive personality traits including enthusiasm, initiative and professionalism. Must possess strong customer service commitment.

College degree preferred. High School Diploma and be in process of acquiring a degree in teaching or related field.

Certificate in First Aid and CPR and knowledge in the identification of communicable diseases and child abuse.

Must meet general qualifications as established by the Orange City Schools and Orange Community Education and Recreation department for this position.

Duties & Responsibilities

1. With the Open Door team, plan all activities, field trips and room set up for the children.
2. Be responsible for the daily implementation of the Open Door program.
3. Prepare materials needed to implement the program.
4. Be responsible for classroom management and the enforcement of rules to keep all children safe.
5. Report specific observations regarding program, children and parents to the supervisor to ensure staff can best meet the needs of Open Door families.
6. Participate in recommended training programs, workshops and conferences and share these experiences at a regularly scheduled staff meeting.
7. Attend all staff meetings.
8. Develop a positive working relationship with all parents as partners in the program.
9. Serve as a role model for Open Door children.
10. Demonstrate knowledge of safety and emergency procedures.
11. Maintain professional standards and demeanor with children, parents, school staff and program staff at all times.
12. Relay information and messages to and from parents, school and the Open Door Supervisor in a timely manner.
13. Assist in related public relation and community events sponsored by the Orange Community Education & Recreation Department.
14. Perform other duties or responsibilities as may be assigned by department administrators.