The Town of Hanover is hiring for positions with Kids After School Time, (“KAST”), the Town’s after school program for grades K-5. KAST operates M/T/Th/F from 2:15-5:30 and Wed. from 1:30-5:30 from the Bernice Ray Elementary School and the Richmond Middle School. Available positions include: Site Supervisor for grades K-2; two Program Specialists (grades K-2 & 3-5) and several Lead Counselor & Counselor positions. These are part-time, temporary positions for the 2015-16 school year; the Site Supervisor and Program Specialists are approx. 20-25 hours weekly; Lead Counselors and Counselors vary by program needs & staffing, generally 20 hours or less per week. Candidates must be creative, energetic, fun-loving, and enjoy working with school age children. Positions are open until filled. Preference will be given to candidates who can work a 3 to 5 day schedule for one or more seasons (fall, winter, or spring) and to candidates who are CPR Certified. Please indicate the position & grade preference when applying.

**Site Supervisor, Grades K-2:** One position available. The Site Supervisor plans, implements, and coordinates daily KAST activities for grades K-2 at the assigned program site. Duties include directing and overseeing the assigned staff, program activities, and scheduled work assignments of the Program Specialist, Lead Counselor and Counselor positions. Completes required attendance reports of participants, ensures and implements safety compliance procedures and policies of the activities and programs at the site location. Communicates with parents, assigned staff, and provides support to children with behavioral issues. Additional office hours beyond the scheduled program hours are required for meetings and planning. Candidates should have a degree in early childhood or specialized training in a similar or related field usually associated with an apprenticeship, an internship or experience of one to two years in a similar position. **Starting rate of pay is $15.00 per hour.**

**Program Specialist:** Two positions available: one for grades K-2 and the other for grades 3-5. Position requires experience planning, implementing, and overseeing specialized activities in an after school or similar group environment. Responsibilities include preparing age appropriate specialized activities, planning the monthly activity event calendars and special events; oversees & assists with clean-up and maintenance of program equipment and work areas. Additional hours beyond program time are required for meetings, planning, scheduling activities and events. Candidates should have the knowledge and competency of specialized training in the related field or in specific events and activities, in addition to a high school education. **Starting rate of pay is $13.00 per hour.**

**Lead Counselors:** Several positions available. Actively lead and supervise children in program activities and provide direction to Counselors. Candidates must have experience leading or working with age appropriate groups. Enrollment in Early Childhood Educational or Degree Program preferred, or equivalent combination of education and experience preferred. **Starting rate of Pay is $10.00 per hour.**

**Counselors:** Several positions available. Actively participate in program activities and assist with supervision of children at the direction of the Lead Counselor. Counselors must enjoy actively engaging with elementary school age children. Experience preferred. **Starting hourly wage is $8.50.**

Physical Demands (all positions): Work is typically performed in indoor and outdoor settings while standing or walking and, less frequently, sitting. Lifting of light and heavy objects occasionally required.

**Apply:** Town of Hanover job application form **required.** Submit completed application, resume (optional), and cover letter to Human Resources Department, Town of Hanover, P.O. Box 483, Hanover, NH 03755, or via email at humanresources@hanovernh.org. Download application form and view job listings at [www.hanovernh.org](http://www.hanovernh.org). All hiring contingent upon results of background checks. The Town of Hanover is an equal opportunity employer.

Posted 8/07/15