

## **Town of Sherman Job Description**

**Job Title:** SPARK Director

**Immediate Supervisor:** Park and Recreation Director and Park and Recreation Commission

### **Job Summary:**

The SPARK director is responsible for overseeing the Sherman Park and Recreation Kids program, an after-school program that runs every school day from school closing until 6:00 p.m.

### **Description of Duties:**

1. Communicates with parents within the community in order to attract and maintain participants for the program.
2. Provides a safe, fun, and familiar environment in which students of the Sherman School can work and play during after-school hours.
3. Provides time for children to do their homework and provides assistance to them as needed.
4. Provides a healthy after-school snack for the children.
5. In collaboration with the Park and Recreation Director, hires counselors who will help to provide a safe, fun, and familiar environment while engaging in activities with the children.
6. Provides daily activities for the children that may include cooking, athletics, reading, board games, and arts and crafts.
7. Collects and records all monies received as payment for the program, conveying these to the Park and Recreation Director for deposit with the Town Treasurer.
8. Maintains constant communication with parents involving all aspects of the program, including, but not limited to, finances, behavior, and social issues.
9. Maintains constant communication with the Park and Recreation Director regarding the status of the program.
10. Maintains appropriate records concerning program participants and activities.
11. In collaboration with the Park and Recreation Director, evaluates the performance of counselors and makes recommendations regarding re-hire.

### **Knowledge and Skill:**

Education or recreation degree preferred; equivalent experience in this field will be considered.  
Proficiency in working with Quick Books and spreadsheets.  
Ability to work independently, maintain accurate records, and manage complex responsibilities.  
Demonstrated organizational skills.  
Effective verbal and written communication skills.  
Must satisfy security requirements of Sherman School personnel.

**Communications:**

Communicates with and provides guidance to public as well as the Park and Recreation Director and Commission.

**Level of Responsibilities:**

Duties are varied in nature, requiring independent action and judgment in solving encountered problems. Unusual cases or questionable matters are referred to a higher authority.