

TOWN OF PAXTON LOOKING FOR A SITE DIRECTOR

The Town of Paxton welcomes candidates to join our team as a **Site Director for the Before and After School Program**. This program is located at the Paxton Center School. This position can be a shared position if needed. This position primarily supervises and plans enrichment activities for elementary-aged children throughout the school year. This program is only run during the school schedule.

This position can work up to 19 hours per week, Monday-Friday. Exact hours are dependent upon the school schedule and may vary slightly due to early release days or school vacations. Non-union pay scale, starting at \$21.00/hour with potential of receiving two bonuses throughout the school year.

To apply please send a resume, and cover letter to Paxton Recreation Department, by email as a **PDF** to kcard@townofpaxton.net, or by mail to Paxton Town Hall, 697 Pleasant Street Paxton, MA 01612.

Applications will be received until the position is filled.

The Town of Paxton is proud to be an Equal Opportunity Employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran, genetic information, and other legally protected characteristic.

Qualifications

Qualified applicants Must be 20 years old at time of hire; High school diploma or equivalent is required; Associates Degree in Child Development, Early Childhood Education, Recreation Management, or similar is preferred; Minimum of one (1) year of childcare experience and six (6) months of experience working with school-aged children is required; First Aid & CPR certifications are required; Updated Physical and TB documentation every two years is required; Required to successfully pass a CORI, DCF background check, and Fingerprinting; Upon being selected as a candidate required to successfully pass the EEC Strong Start trainings.