

Paxton Recreation is planning on starting a Before and After School Program at the Paxton Center School for the beginning of the fall 2021 school year. Staff needs to be hired and complete EEC requirements prior to getting licensed for the program. All interested parties please send in resume by April 16th.

Program Administrator. A program administrator is responsible for orientation, training, supervision, and evaluation of program personnel; overall program design, philosophy, and daily operation; communication with families; development of policies and procedures for the program; and evaluation of the program. Keeping Program licensing and paperwork maintenance. Keep accurate records for the children. Develop and maintain all policies and procedures as required by the EEC and Recreation Department. A program administrator may serve as a site director for a single site program but not for a multi-site program. The program administrator has training pertinent to the developmental needs of school-age children and meets the following requirements:

- Must be at least 21 years of age and meet the requirements of a Site Coordinator.
- Must have six months experience working with school-age children and six months of administrative experience or evidence of satisfactory completion of at least nine credits in management or administration subject areas from an accredited institution of higher education.
- Must complete all EEC required training.

**All interested parties please submit resume to: Paxton Recreation
697 Pleasant Street, Paxton, MA 01612 or email to
recreation@townofpaxton.net by April 16th**

