



## *Employment Opportunity*

### **School Age Child Care Director Recreation Department – Kids' Club**

The Town of Bedford (pop. 13,995) seeks qualified candidates for the position of School Age Child Care Director of the Bedford Recreation Kids' Club. The Bedford Recreation Kids' Club program provides before school, after school, and vacation care for children in Kindergarten through Grade 5. Working under the general direction and supervision of the Recreation Director, job duties include, but are not limited to: interviewing, hiring, training and supervising all staff and volunteers; maintaining records for the program; maintaining records and licenses mandated by the Department of Early Education and Care (EEC); overseeing and updating program policies and procedures; communicating with parents on all matters regarding the program; planning and developing new activities for the program; supervising the safety and well being of all children in the program; monitoring and assisting with the development of the program's budget; and purchasing.

Position requirements include a minimum of three (3) years of child care program oversight, and a Bachelor's Degree in one of the following disciplines; Child Development, Early Childhood Education, Elementary Education, Child Guidance, Human Services, Nursing, Psychology, Physical Education, Recreation, Child Psychology, Social Work, Sociology or Child Care. Candidate must also have six (6) months experience working with school age children. Must also have six (6) months administrative experience or 9 credits in management or administration from an accredited institution of higher education. Supplemental courses, training and or education in a related field are highly desirable.

Entry FY16 salary range for this position is \$49,427 - \$57,459, depending on experience. This is a full-time (40 hrs/week) position, with the hours of M-F, 10:00 a.m. – 6:00 p.m. Hours may vary during school vacation periods and/or summer vacation or as needed. The Town of Bedford offers a comprehensive benefits package. Offer contingent upon successful CORI, SORI and DCF background record check; as well as the Fingerprint Criminal History Record Information check.

**Application for employment may be downloaded at:**

**[www.bedfordma.gov/employment](http://www.bedfordma.gov/employment) . The Town of Bedford Job Application is required to be completed in full by all applicants regardless of whether a resume is submitted.**

The deadline for applications is Friday, February 26, 2016. Please send resume, application, and letter of interest to:

Sarah Buhler, Human Resources/Management Analyst  
Town of Bedford  
10 Mudge Way  
Bedford, MA 01730  
or [SBuhler@bedfordma.gov](mailto:SBuhler@bedfordma.gov)  
or fax to (781) 275-6310

**The Town of Bedford is an Affirmative Action / Equal Employment Opportunity Employer.**