

## **Program Staff Responsibilities**

Below you will find possible responsibilities for the after school program staff. These responsibilities will vary with each program based on the ages and needs of the students, the size of the program and the types of activities offered. Keep in mind that after school staff need to “wear many different hats” and should be flexible as the responsibilities may change day to day.

- Communicate with program director, site coordinator and other school and program staff.
- Meet program requirements, including those related to the school, licensure and food program.
- Provide supervision of students at all times.
- Lead and actively engage in program activities.
- Demonstrate an understanding of youth development competencies.
- Assist in program planning.
- Report any safety concerns to designated personnel.
- Interact professionally with students, parents, staff and community members.
- Prepare written reports as required.
- Maintain program supplies and materials.
- Participate in staff meetings and professional development.
- Perform other duties as assigned by the site coordinator or program director.