

JOB POSTING

THUMB EDUCATIONAL SERVICES, INC.

Lewiston "Cardinal Club" After-School Program Director

June 13, 2016

Qualifications:

- Bachelors degree in child related field preferred. Associates degree or State required training in child related field with child care experience will be considered.
- CPR Certification (Infant/Child/Adult)
- Additional training as per the Department of Human Services child care licensing requirements

Details: This program will operate in the Lewiston Elementary School. It will be open to students in grades K-5, from 2:45 until 6:00 pm, on school days. The director will be responsible for the successful completion of all DHS licensing requirements and the following:

- Maintain/Update student / parent handbook
- Review student applications
- Recruit volunteers
- Contact parents
- Set up classroom space
- Schedule daily activities
- Supervise students and volunteers
- Other duties as determined by the elementary principal

Salary: \$11.50/hour

Deadline: Until Filled

All interested candidates should submit a letter of application, resume and credentials to:

Thumb Educational Services, Inc.
c/o Katy Xenakis-Makowski, Superintendent
Johannesburg-Lewiston Area Schools
10854 M-32 E
Johannesburg, MI 49751
989-732-1773