

## **Position: P/T Parks & Rec After School Site Director**

Hourly Rate: \$22.00/hour

Closing Date: Until filled by qualified applicant

Beginning Date: July 2026

### **Responsibilities:**

- Oversees and manages the operation of the after-school program, for up to 30 children and supporting staff, held each day Nelson County Public Schools is in session from dismissal (approximately 2:45) to 6pm. Work after 6pm may be required for clean-up, late pick-ups, and any other unforeseen situation.
- Leads activities for K – 5<sup>th</sup> - games, playground, and arts & crafts, while ensuring the safety of the students.
- Keeps on-site registration, attendance and incident records.
- Maintains communication with the Group Leader, Childcare Coordinator, Director of P&R, and families.

### **Experience and Certifications:**

- High School diploma or GED. One (1) year experience in a supervisory role in childcare or relatable field, must possess and maintain a valid state driver's license, CPR/First Aid Certification or eligibility.

### **Physical Demands:**

- A partial list of physical demands includes walking, climbing, stooping, excellent hearing and speaking required.
- The work is performed indoors and outdoors, which may include exposure to weather extremes, allergens, noise, fumes and machinery.

Interested candidates must submit a completed Nelson County employment application and resume with three (3) references to:

Nelson County Finance & Human Resources

P.O. Box 336

Lovingston, VA 22949.

Applications and resumes may also be sent by fax to Judy Seraphin at (434)263-7134, or by email to [jseraphin@nelsoncounty.org](mailto:jseraphin@nelsoncounty.org). EOE.

For a county employment application, please visit:

<https://www.nelsoncounty-va.gov/departments-offices/human-resources/employment-application/>