



**Girls Incorporated
of the Greater Peninsula**

Position: AM Program Supervisor

Hired by: Human Resources

Responsible to: AM Supervisor and/or Site Manager

JOB DESCRIPTION:

The job of the AM Program Aid is to open the building at 6 a.m. to work 6-9 shift for the before school program.

PRINCIPAL RESPONSIBILITIES:

- Supervise Morning Before School Operation
- Communicate closely with Administrative Support and Site Manager
- Act as immediately Supervise of all staff in absent of Site Manager
- Open facility
- Greet Parents and sign children in
- Collect Fees and turn in to Site Manager
- Serve Breakfast to Children
- Take children to bus stop
- Morning Liaison with schools
- Coordinate and support Drivers
- Prepare children for van route
- Ensure that children are provided breakfast
- Ensure that Kitchen is cleaned daily after breakfast
- Ensure that bathroom are left clean
- Ensure that the facility is properly closed down - Secure building after everyone is gone

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