**The Medway Extended Day Inc. (MEDI) is a vibrant, creative before and after school program providing quality before and after school programs for the Medway Community.**

* Ability to implement fun and engaging developmental activities in the areas of character development, project- based learning, fitness, recreation and academics/enrichment while maintaining a safe, orderly environment.
* Promote a team concept through a positive approach to supervision, communication and interaction with others. Maintain ongoing communication with Executive Director and appropriate staff at all levels.
* Ensure that lead teachers& group leaders are developing high quality programming by collecting and reviewing lesson plans for content and effective planning
* Ability to observe student behavior, assess its appropriateness and apply appropriate behavior management techniques, positive redirection, or appropriate corrective action as necessary to support students in making positive behavior choices.
* Acquire and manage program equipment, materials and supplies
* Ability to lead and supervise small and large groups by recognizing potential issues and applying problem solving methods as needed.
* Accurately maintain and complete time cards, incidents reports, attendance, program receipts and other program related materials in accordance to MEDI and EEC policies.
* Responsible for immediately reporting and documenting any and all injuries and incidents utilizing established procedures for notification to the Director and parents.
* Familiarity with quality criteria for after-school programs, youth development principles, and middle school-aged youth.