

## **PART-TIME HELP WANTED**

***SACC – School Age Child Care  
School Year and Summer***

### **SACC Assistant Program Manager**

**Job Description:** Assists Site Director in all areas and works very closely with aides in carrying out job responsibilities. Assist with the development and implementation of activities for the children. The Assistant Program Manager will assume the role of the Site Director(s) when either is unavailable. Assist in scheduling and managing staff. Assists Director(s) in maintaining records of all pertinent information regarding the health and safety of the children. Good communication skills a must. Work directly with the children in all capacities. Must be CPR, Epi-Pen and First Aid Certified.

***Please send Application/Resume to:***

Milltown Recreation Department  
39 Washington Avenue  
Milltown, NJ 08850  
732-342-7105 (FAX)