



**Town of Norfolk  
Recreation Department**

**Remote Learning Coordinator  
Temporary Position**

Not Benefitted

Salary: \$22.00- \$25.00 per hour

Full-Time

Hours: M-F 8:00-4:00 p.m.

The Remote Learning Coordinator is responsible for the day-to day operation of the supervised remote learning programs for the Recreation Department. The coordinator is responsible for assuring that each center is staffed appropriately each day, for collecting and managing record keeping of each location, and for assuring each center's safety and COVID-19 protocols are met. The Coordinator is responsible for the staff hired to assist the children with remote learning.

**Specific Duties Include:**

- Maintaining a positive, respectful environment for children, staff, and parents
- Supervising, communication with, and evaluating staff assigned to them, including delegating responsibilities
- Making recommendations regarding changes needed, both temporary (i.e. weather), and permanent such as site set-up, transition time, and staff placement
- Adhering to the schedule set forth by the Recreation Director
- Ensuring staff supervision of remote learning and play activities for students.
- Ensure sites are opened and prepared each morning and closed down appropriately
- Keeping the environment clean and organized for the enjoyment and safety of the children

The successful candidate must be able to pass CORI/SORI background checks. CPR certificate is highly desirable or ability to obtain certification upon employment.

Minimum Job Requirements:

- College degree
- Previous experience working with children with previous academic experience preferred
- Previous supervisory experience
- Specific ability to understand remote learning technology (Google Classroom, GoNoodle)
- Must have a valid driver's license

*Email all letters of interest, resume with salary requirements, and three professional references to [jobs@norfolk.ma.us](mailto:jobs@norfolk.ma.us).*

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