

## **JOB DESCRIPTION**

Class Title: After-School Leader  
Department: Parks and Recreation  
Location: Stuart Community Center

### **GENERAL PURPOSE**

Plan, organize and coordinate after-school programs and activities for children in grades Kindergarten to 12<sup>th</sup> grade, including arts and crafts, physical activities, passive activities, and homework assistance.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Recreation Assistant.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Arrive 15 minutes prior to class for preparation and stays 15 minutes after class to clean-up.
- Select, plan and implement daily arts and crafts, physical and passive activities that are age appropriate for children ages 5-18.
- Direct and supervise children ages 5-18 in daily planned activities.
- Maintain order, discipline and safety by enforcing rules and regulations developed by the parks and recreation department to regulate certain activities and behaviors.
- Act as a positive role model, encourage good habits, and discourage disruptive behavior and profane language.
- Teach new games and various activities that promote teamwork, participation and good sportsmanship.

### **PERIPHERAL DUTIES**

- Register children and collect applicable fees. Make sure new participants have a parent signature.
- Maintain accurate records and reports related to the after-school program.
- Promote interest and provide information regarding the after-school program to the general public.
- Maintain appropriate inventory of supplies and equipment; submit request for needed supplies and equipment to the Recreation Assistant.

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- Any combination of education and experience which demonstrates the knowledge and ability to lead a community after-school program.
- Related course study and/or at least one year volunteer or professional experience with recreation or education (preferred).
- High school diploma or GED.

Necessary Knowledge, Skills and Abilities:

- A. Knowledge of age appropriate recreational activities; planning, scheduling and leading recreational activities.
- B. Knowledge of equipment, facilities, operations and rules.
- C. Skill in operation of listed tools and equipment.
- D. Ability to develop, coordinate and direct varied activities involved in a community after-school program.
- E. Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, parents, and the general public.
- F. Ability to communicate effectively orally and in writing.
- G. Ability to supervise children and youth ages 5-18.

### **SPECIAL REQUIREMENTS**

- A reliable means of transportation to work site.
- Valid Child Abuse Clearance (will obtain upon hiring).
- Valid Criminal Background Clearance (will obtain upon hiring).
- Valid FBI Fingerprint Clearance (will obtain upon hiring).
- Child Protective Services Disclosure Statement for Provisional Employment.
- Mandated Reporter Training certificate (current within 5 years)
  - Clearances from other employers or organizations will only be accepted if the clearance is less than (90) days old.

### **TOOLS AND EQUIPMENT USED**

- Playground equipment; various sports and recreation equipment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works inside and outside. The noise level in the work environment is moderately loud when in the gym and in the field.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.