

Job Description

Job Title: Classroom/Recreation Aide - Internship

Department: Positive Youth Development

Supervises: None

Reports To: Site Supervisor

FLSA Status: Non-Exempt

Pay Status: Regular Seasonal or Temporary – Part Time

EEO Classification: Service Workers

Date Prepared: 06/22/16

Summary: Assists with the daily activities of the summer and after school program including planning academic activities in core areas, providing recreational activities and assisting with field trips.

Essential Duties and Responsibilities:

1. Assist in providing daily supervision of youths.
2. Assist in enforcing safety rules and procedures including scheduling and assisting with required drills.
3. Assist in coordinating classroom and recreational activities for students.
4. Assist with record keeping duties.
5. Assist in preparing and maintaining program materials.
6. Assist students with self-care activities.
7. Provides academic assistance when requested.
8. Other duties and responsibilities as directed by supervisor.

Additional Responsibilities:

1. Participate in the team process, both within the department and the corporation.
2. Attend internal and external meetings.
3. Pursue continuous education and professional development opportunities.
4. Out-of-town travel with occasional overnight stays.
5. May occasionally be required to work in excess of 40 hours per week in order to fulfill position requirements. Overtime must be pre-approved by supervisor.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education:

Required High school diploma or general equivalency diploma (GED).

Experience:

One to three years experience working with children and adults (Preferred).

Additional Requirements:

1. Initial and periodic physical exams required.
2. Must submit to initial and/or periodic state and/or federal criminal checks.
3. Must submit to initial and periodic drug and alcohol testing.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

Math Ability:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rates, ratios, and/or percentages.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions provided by supervisor. Ability to deal with problems involving few concrete variables in standardized situations.

Work Environment:

The work involves moderate risks or discomforts requiring special safety precautions (i.e. working around moving parts or machines). Employees may be required to use protective clothing or gear such as safety goggles, gloves, steel toe shoes.

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. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is frequently required to climb or balance. The employee is occasionally required to talk or hear. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs, requests for service and assistance.

Interpersonal - Maintains confidentiality.

Attendance/Punctuality - Is consistently at work and on time.

Oral Communication – Speaks clearly and persuasively; listens and gets clarification.

Written Communication - Writes clearly and informatively; able to read and interpret written information.

Team Work – Exhibits objectivity and openness to others views; contributes to building a positive team spirit.

Organizational Support - Follows policies and procedures.

Judgment – Exhibits sound and accurate judgment.

Planning/Organizing - Prioritizes and plans work activities.

Professionalism – Approaches others in tactful manner; treats others with respect and consideration regardless of their status or position.

Adaptability – Able to deal with frequent change, delays, or unexpected events.

Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions.

This lists typical responsibilities, tasks and duties which are common to the positions of this classification. They are not intended to precisely define or limit the duties which may be assigned to employees, but to broadly define the types of activities the employee should expect to be assigned.

ALL ON AND OFF DUTY POLITICAL ACTIVITY IS GOVERNED BY THE HATCH ACT.

I have reviewed and received a copy of the functions and duties as outlined in this job description

Employee Signature

Date

Print Employee Name

Supervisor Signature

Date

Print Supervisor Name