



## 21<sup>st</sup> CCLC ARCH Program Activity Leader Job Description

November 2009

Grant Related Position

Multiple positions per site

Wage Range: \$8.00 - \$10.00

Schedule during active school days:

Varies per location, range will be between 3:00 p.m. and 7:00 p.m., 10-15 hours per school week.

Schedule during 6 week summer program:

Anticipated 8:30 a.m. thru 5:30 p.m.

### **GENERAL SUMMARY**

The Activity Leader will aid in the planning, organizing, implementation and evaluation of the 21<sup>st</sup> CCLC summer and after school programs at the school site assigned. Assist in interfacing school day curriculum into after school and summer camp activities. Aid in the coordination and consultation of the development and implementation of academic, enrichment, and recreational activities at the school, while creating a safe environment for participants, staff and volunteers.

This position will function under the general direction of the ARCH Site Coordinator.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist in the direct supervision of students during on-site and off-site activities to create a safe environment.
- Work in partnership with school-day and partner agencies.
- Assist in planning and conducting parent and family service events
- Administer day-to-day operations including being available to address parent and child issues
- Post the daily schedule and written lesson plans.
- Assist in the submission of reports as needed.
- Assist in the development and distribution of program brochures, flyers, news/press releases and promote public relations policies of the program.
- Help coordinate the inventory, use, storage, and maintenance of school supplies and equipment.
- Bring forward possible student disciplinary issues and needs.
- Attend all mandatory meetings, conferences and trainings.
- **Performs** other related duties. This description reflects the assignment of essential functions and does not restrict the tasks that may be assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Minimum 19 years of age and high school education or GED.
- Successful completion of all pre-employment screenings and verifications such as criminal history background check, fingerprinting, a DHS clearance letter, physical and TB test. Related to day care regulations.
- Current certification in infant, child and adult CPR and first aid or ability to obtain.
- Meet State licensing regulations in addition to First aid, CPR, blood borne pathogen training, 12 hours total.
- Prefer, one (1) year experience working with elementary, middle or high school students in a day camp or related setting.
- Ability to understand, follow and give oral and written instructions.
- Ability to maintain positive working relationships with the public and other employees.
- Ability to direct and coach site volunteers to carry out program objectives in a timely and creative manner.
- Safely use and maintain available recreational equipment and facilities.

## **TOOLS AND EQUIPMENT USED**

Telephone, cell phone, personal computer, copy machine, calculator, fax machine, scanner, wireless functions, and ability to adapt to changing technology including software programs.

## **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 sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close 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.

The noise level relates to that of a school day.

Please contact Val Romeo, Kentwood Parks and Recreation Department 656.5270 or [romeov@ci.kentwood.mi.us](mailto:romeov@ci.kentwood.mi.us)