



Before/After School Aide Staff Job Description

Functions:

Under the direction of the Recreation Supervisor, the Aide is responsible for helping out with activities, games, crafts, and homework for participants in the program. The Before/After School Aide Staff must provide the participants with a leadership role and be a positive role model to them. The Aide is responsible for planning, organizing and leading daily activities.

Immediate Supervisor:

Reports to the Recreation Supervisor

Qualifications:

- Must be at least 16 years of age.
- Must have previous experience working with elementary school aged children.
- Possess basic knowledge and understanding of school aged children.
- Be a self-starter and perform job with little supervision.
- Possess the ability to communicate verbally and in writing.
- Possess the ability to follow written and oral directions.
- Must be able to handle any questions that arise with the public by answering them or by giving them the proper directions for the answer.
- Must be honest, in good health, accurate, have a neat appearance, and a courteous manner.
- Must be in good physical condition.
- Possess or attain CPR/AED/Fist Aid Certification.

Duties and Responsibilities:

Essential Functions:

- Provide participants with the appropriate leadership during the program.
- Develop and plan activities that incorporate program goals into the daily routine.
- Provide a warm and caring atmosphere for participants.
- Maintain open communication between Kids' Place staff and school personnel.
- Prepare activities that are developmentally appropriate for the age of the children.
- Communicate with the parents through daily drop-off and pick-up.
- Maintain a safe environment for participants.
- Submit all written correspondence to the Recreation Supervisor for approval prior to distribution.
- Attend staff meetings.
- Maintain a positive attitude toward co-workers, the Park District, and the school.
- Report any problems which arise with participants, other employees, or the school to the Recreation Supervisor.
- Responsible for all activity and room preparations for the program.
- Keep the room neat and orderly.

- Follow and enforce all safety policies.
- Assist with participant check-in/out.
- Utilize ePACT and use the tablet as required.
- Proactive response to any issues and concerns regarding the park district
- Other duties as assigned.

Marginal Functions:

- Make recommendations to the Recreation Supervisor for improvement on equipment, supplies, facility and program needs.
- Set up and move furniture.
- Clean up room after program is finished.
- Be flexible and adaptable to new situations.
- Assist in other Recreation programs as needed.
- Attend training meetings.

Work Hours and Compensation:

The position of Before/After School assistant is a seasonal position and is paid every two weeks at an agreed salary. The position is classified as a non-exempt hourly employee status and will be between 2 and 27 hours per week. The hours worked on a daily basis vary; a work schedule will be issued. Starting salary is \$12.hr.

Environmental Considerations:

- May be exposed to all weather conditions and might be required to work in various temperatures within the facility and outside.

Cognitive Considerations:

- Must be able to follow directions and perform work activities as assigned by the Director of the program.
- Must be able to work closely with co-workers and other employees and set an example for the participants.
- Ability to use good judgment and effective problem-solving skills.

Psychological Considerations:

- The Aide must resolve differences and problems that arise with patrons and employees. The worker may also have to work under stressful situations when first aid or CPR is required.

Physiological Considerations:

- Prolonged standing could affect some individual's blood pressure. The Assistant may need to respond quickly and accurately.