Before/After School Aide Staff
Job Description

Functions:
Under the direction of the Before/After School Site Director, the Aide is responsible for helping out with activities and games 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:
Responsible to the Before/After School Site Director, Coordinator and 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.

Duties and Responsibilities:
Essential Functions:
- Provide participants with the appropriate leadership during the program.
- Prepare the daily snack for the participants.
- 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.
• 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 part time 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.

**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 Assistant 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.