

**PARKWAY-ROCKWOOD COMMUNITY EDUCATION  
JOB DESCRIPTION**

**POSITION TITLE:** Adventure Club Activity Aide  
**STATUS:** Part-Time  
**FLSA STATUS:**  Exempt  Non-Exempt  
**REPORTS TO:** Adventure Club Facilitator  
**HUMAN RESOURCES:**  Approved  Not Approved

**POSITION SUMMARY:** Under the general direction of the Assistant Facilitator and Facilitator, the Activity Aide is responsible for the supervision of Adventure Club children and the implementation of the everyday activities the Adventure Club offers.

**ESSENTIAL FUNCTIONS:**

1. Follows established guidelines to assure safety and accountability.
2. Reports to work as scheduled.
3. Assists in creating an encouraging and safe environment for children.
4. Presents an appearance that reflects positively on Adventure Club. Follows dress code.
5. Obtains yearly in-service by attending trainings and completing modules as required.
6. Attends staff meetings, training, parent events, etc. as required.
7. Prepares and maintains Adventure Club areas and supplies as directed.
8. Assists in implementation of activity plans.
9. Assists in the supervision of children.
10. Respects confidentiality.
11. Works Early Dismissals, Late Starts and non-school days as required.
12. Performs other such tasks and assumes other responsibilities as assigned.

**ESSENTIAL SKILLS AND ABILITIES:**

- Ability to promote an encouraging, caring, and safe environment for children.
- Ability to communicate clearly and effectively.
- Ability to judge when situations and/or information be brought to the attention of the supervisor.
- Ability to demonstrate respect and sensitivity to the individual needs of children and their families.
- Ability to stage an appropriate environment, which may include moving furniture, carrying supplies and lifting equipment.
- Ability to interact with children appropriately.
- Ability to work cooperatively as a team member.

**BASIC REQUIREMENTS:**

1. Must be 16 years old.
2. Prefer experience working with children.
3. Ability to demonstrate patience and compassion with young children.

**EQUIPMENT USED:**

- Walkie talkies

**WORK ENVIRONMENT:**

- Within school building and outdoor supervision to include inclement weather.
- Variety of work hours, including early morning and evenings.
- Active position that requires squatting, sitting, bending, twisting, lifting, talking, hearing, seeing, walking.
- Ability to lift at least 20 lbs.

File Location	
History Date	Action
1/22/11	Board Approved
8/9/17	Reformatted