

**PARKWAY-ROCKWOOD COMMUNITY EDUCATION  
JOB DESCRIPTION**

**POSITION TITLE:** Adventure Club Activity Assistant

**STATUS:** Part-Time

**FLSA STATUS:**  Exempt  Non-Exempt

**REPORTS TO:** Adventure Club Facilitator

**HUMAN RESOURCES:**  Approved  Not Approved

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

**ESSENTIAL FUNCTIONS:**

1. Follows established guidelines to ensure safety and accountability.
2. Assists in creating an encouraging and safe environment for children.
3. Is responsible for the supervision of children.
4. Reports to work as scheduled.
5. Follows dress code, presenting an appearance that reflects positively on Adventure Club.
6. Obtains yearly in-service by attending trainings and completing modules as required.
7. Supports the program through attendance at events and meetings outside of scheduled hours: orientations, family events, staff meetings, trainings, early dismissal, late start, non-school days, etc...
8. Prepares and maintains Adventure Club areas and supplies as directed.
9. Assists in implementation of activity plans.
10. Respects confidentiality.
11. Performs other duties 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 demonstrate respect and sensitivity to the individual needs of children and their families.
- Ability to interact with children appropriately on their level – bending, stooping, lifting and sitting on the floor.
- Ability to judge when situations and/or information should be called to the attention of the supervisor.
- Ability to set up an appropriate environment which may include moving furniture, carrying supplies, and lifting equipment.
- Ability to work cooperatively as a team member.

**BASIC REQUIREMENTS:**

1. High School Diploma or GED required.
2. College credit hours preferred.
3. Experience working with children in a similar setting preferred.
4. 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
03/13/18	Reformatted