

**PARKWAY-ROCKWOOD COMMUNITY EDUCATION
JOB DESCRIPTION**

POSITION TITLE: Adventure Club Assistant Facilitator

STATUS: 12-Month, 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 Adventure Club Facilitator, the Assistant Facilitator is responsible for the supervision of Adventure Club children and the implementation of the everyday activities Adventure Club offers.

ESSENTIAL FUNCTIONS:

1. Manage site operations as needed, including accountability of all children in attendance.
2. Creates an encouraging, caring and safe environment for children.
3. Models for staff and/or communicates with staff in order to train in appropriate safety measures and interactions with children.
4. Assists the Facilitator to maintain and submit records as required.
5. Directs staff to carry out all essential drills as required.
6. Assists in implementation of Adventure Club standards.
7. Assures that parents and families are greeted daily and appropriate information is communicated.
8. Directs staff in maintenance of Adventure Club areas, supplies, and equipment.
9. Obtains yearly in-service by attending trainings and completing modules as required.
10. Supports the program through attendance at events and meetings outside of scheduled hours: orientations, family events, early dismissal, late start, non-school days, etc.
11. Implements and offers feedback in the activity plans developed by the Facilitator.
12. Attends and contributes to the planning and content of staff meetings.
13. Performs other duties as assigned.

ESSENTIAL SKILLS AND ABILITIES:

- Ability to interact with children appropriately on their level – bending, stooping, lifting and sitting on the floor.
- Ability to assume the responsibilities of the facilitator when the facilitator is absent.
- Ability to communicate clearly and effectively.
- Ability to work collaboratively with children, families, department staff, other District personnel and the community.
- Ability to demonstrate respect and sensitivity to the individual needs of families.
- Ability to supervise and support program staff.
- Ability to judge when situations and/or information should be called to the attention of the supervisor.
- Ability to work a flexible schedule which at times includes early, late and weekend hours.
- Ability to set up an appropriate environment which may include moving furniture, carrying supplies, and lifting equipment.

File Location	
History Date	Action
1/22/11	Board Approved
03/12/18	Reformatted

BASIC REQUIREMENTS:

1. High School Diploma or GED required.
2. College credit hours preferred.
3. 2 years experience working with children in a similar setting preferred.
4. Demonstrate ability to supervise staff and implement policies and procedures at the site.
5. Demonstrate ability to assume responsibility, respect confidentiality and demonstrate patience and compassion with school-age children.

EQUIPMENT USED:

- Walkie-talkie
- Computer and tablets
- Telephone

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
03/12/18	Reformatted and revised