

## **BEFORE/AFTER SCHOOL PROGRAM GROUP LEADER**

**Area:**.....Recreation  
**Position:**.....RN-46  
**Salary Schedule:**.....Non-Exempt; Part-Time  
**Last Update:**.....September, 2019

### **POSITION SUMMARY**

Under the supervision of the Before/After School Program Director the Before/After School Program Group Leader is a non-exempt position under FLSA, responsible for working with individual and/or small groups of students to assist in providing a positive learning environment that allows for students' personal, social, and intellectual development. The Before/After School Program Group Leader must be able to prioritize work and make changes as needed on a daily basis without their supervisor's presence. This employee must be willing to learn and gain knowledge of before/after school programming and the development, implementation, and coordination of programs and services that meet the needs of the whole child. This employee's work schedule traditionally occurs on weekdays between 7 AM to 8:30 AM and 3 PM to 6 PM during the Turner Unified School District school year.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Administers standards of behavior and discipline for the purpose of ensuring the safety and well being of students in a specific assigned group of before/after school program students
- Assists students, individually or in groups, with lesson assignments for the purpose of presenting and/or reinforcing learning concepts
- Assists students with homework assignments and make-up work, etc. for the purpose of supporting teachers in the instructional process.
- Assists with program components for the purpose of delivering services that conform to established guidelines
- Effectively and courteously communicate with the public, officials, instructors and employee of TRC, some of whom may be irate or unreasonable; orally and in writing
- Assist in resolving concerns and complaints from instructors, participants or the general public
- Anticipate potential risk of injury, take measures to remove them, and in the event of an injury, have the ability to implement emergency medical procedures
- Provide courteous service to all participants, parents, instructors, visitors and staff
- Collaborates with the After-School Program Director Designee for the purpose of implementing and maintaining services and/or programs
- Communicates policies and enforcement procedures to students for the purpose of ensuring their understanding and the potential consequences of violation
- Maintains classroom equipment, work area, student's files/records, attendance records, checking homework for the purpose of ensuring availability of items and/or providing reliable information
- Monitors individual students, classroom, library, recreation activities, etc. for the purpose of ensuring a safe and positive learning environment
- Maintain a variety of records (e.g. accident and incident reports, discipline, checklists, timesheets, etc.) and submit these to the Before/After School Program Director
- Be alert and greet all participants and parents with a smile
- Reports observations and incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel
- Be familiar with and have the ability to conduct the program site's emergency action procedures
- Obey and comply with all TRC, State, and Local ordinances and policies

### **MARGINAL FUNCTIONS**

- Ability to report to work as scheduled and notify the Before/After School Program Director a minimum of 60 minutes in advance in case of an emergency or sickness and 48 hours in advance otherwise
- Assist in resolving concerns and complaints in regard to the program
- Maintain reliable transportation for work commute purposes
- Routinely act as a resource for TRC program inquiries with responses provided in a timely manner
- Perform a quick inventory before and at the end of each program day

- Perform minor custodial maintenance functions of program space utilized
- Ensure that all lights are turned off, doors are locked, and program site staff are notified before leaving the program site
- Obey and comply with all TRC policies and procedures
- Assist other departments and perform other duties as deemed necessary or assigned
- Perform other duties as deemed necessary or assigned

## **POSITION REQUIREMENTS**

**Experience:** 18 years of age or older. Previous experience in a licensed childcare facility preferred.

**Education:** High school diploma or GED and job-related experience working with school-age children or youth.

**License/ Certification:** Employee must have a valid driver's license. Must maintain automobile liability insurance on vehicle used to perform job duties for TRC of at least \$100,000 single limit or such other amount as TRC policies may require in the future. CPR, First Aid, AED certification or the ability to obtain these within 3 months of employment.

**Technical Knowledge, Skills and Abilities:** Knowledge of child and youth development, licensing regulations for school-age programs, an understanding of age-appropriate activities and services, the ability to communicate clearly, skills and abilities to implement the program of activities, and the ability to foster positive, healthy relationships with children or youth. Demonstrates an ability to prioritize one's own work and demonstrates an ability to define, measure, and evaluate results. Employee must have the ability to concentrate and accomplish tasks despite interruptions, perform a variety of tasks simultaneously or in rapid succession, and perform job responsibilities in a timely manner in order to meet scheduled deadlines. This employee must possess physical and mental abilities to work independently, follow oral and written instructions, and possess average written, verbal, and non-verbal communication skills. This employee must be able to operate a computer, calculator, and copier.

**Problem Solving:** Some independent problem solving is involved. This employee encounters problems with student and parent complaints and incidents. Demonstrates an ability to resolve work related issues.

**Decision Making:** Some independent decision making is involved. This employee makes decisions about resolving program related complaints and correcting issues. This employee must have the ability to use good professional judgment, honesty, and integrity in decision making.

**Supervision:** This employee is subject to direct supervision by the Program Director and overall supervision by the Executive Director. This employee is subject to supervision from the Before/After School Program Director and has no supervisory responsibilities.

**Financial Accountability:** This employee is responsible for department equipment and supplies.

**Personal Relations:** Daily contact with students, parents, co-workers, and supervisory personnel.

**Core Values:** This employee is expected to be honest, fair in his/her dealing with students, parents, and co-workers, and maintain a reputation that is above reproach. The employee must have a strong emphasis on customer service and good supervision skills.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. Working in a classroom setting with children ages 5 – 12 years old is the primary environment of this position. The noise level in the work environment is usually moderate to loud.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is required to walk. The ability to lead and plan activities and games is necessary. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. The employee must be able to access all work sites required for the position. The employee must occasionally lift and/or move up to 50 pounds and possess average physical mobility, strength, and agility. The employee is subject to pre-employment physical examination with a written statement from the physician as to the employee's ability to meet the requirements of the position and also subject to drug and alcohol testing.

*Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The State of Kansas and Turner Recreation Commission are at-will employment jurisdictions.*