

AFTER SCHOOL PROGRAM LEADER PART TIME

DEFINITION

The After School Program Leader will provide activities and assistance for groups of 20-25 elementary school students in homework, fitness, nutrition, literacy, science and special events/family activities by selecting a variety of age-appropriate activities at a school site.

The City of Bishop after school program helps children throughout the Bishop Region gain knowledge, expand their universe outside neighborhood boundaries, provide opportunities to grow and flourish, build and develop trust and create and fulfill dreams. With this in mind, the program promotes youth development and builds on individual student assets. Positive youth development promotes social and emotional growth and greater attachment to school which, in turn, translates into enhanced learning opportunities during the regular school day.

The City of Bishop After School program includes the following three components: homework and tutoring assistance, literacy, and enrichment/recreation. The After School program also includes a snack program.

DUTIES MAY ALSO INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

Typical duties may include some or all of the following: planning, implementing, leading and directing lessons and activities such as games, art, music, drama, tutoring, and other educational, socialization and recreational experiences; assigning, scheduling, training and leading staff and volunteers; driving a personal vehicle for City business; coordinating, and chaperoning field trips and special visits; ensuring compliance with departmental policies, grant opportunities, and safety procedures; answering questions and handling complaints from participants and the general public over the telephone and in person; report preparation and basic office administrative duties; overseeing and performing facility and equipment set-up, take-down, and housekeeping; opening and closing facilities.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the after school program site coordinator, Community Services Department/ Recreation Supervisor

EXAMPLES OF DUTIES

- Plan, organize and implement age/grade appropriate recreation site activities for elementary school children in after school programs
- As needed, to select a variety of activities appropriate to children of various age groups.
- Review program plans with Site Coordinator, Recreation Supervisor/ Community Services Department for effective program implementation.
- Participate in and evaluate the effectiveness of activities and events
- Instruct children in the safe and proper use of materials and supplies
- Supervision of children in a 1:14 adult to child ratio
- Observe children on a daily basis to detect health problems or special needs
- Assist with developing discipline techniques and classroom management.
- Compile simple written records related to assigned programs or facility.
- Participate in cleaning and maintaining facilities and equipment
- Provide quality interaction with parents, teachers, school staff, and community services staff.
- Ensure measurable improvement in children's fitness and social performance.
- Prepare a weekly lesson plan outlining planned activities.
- Participate in weekly site staff meetings and on-going training opportunities.
- Perform related duties as assigned.

QUALIFICATIONS

Experience and Training Guidelines

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Experience: Three (3) years of work experience in a leadership capacity related to the program area is required. Related experience may be in recreation, sports, youth oriented programs, or in a classroom environment.

License or Certificate: Requires the possession of a valid California Class C drivers license and a satisfactory driving record as a condition of initial and continued employment.

Possession of, or ability to obtain CPR and First Aid certificates is required within 30 days of hire.

School age fitness-oriented programs, sports and nutrition curriculum, enrichment and activities, preferred.

Demonstrated knowledge of, and the ability to assist instruct.

Ability to:

- Pass a language and math competency test.
- Read, write and speak the English language at a level necessary for efficient job performance.
- Work with diverse ethnic, gender, age and cultural groups.
- Organize and direct a variety of activities for groups of elementary school children.
- Maintain patience while working with children.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Receive fingerprint clearance from the City of Bishop Police Department.
- Maintain records, summarize written material and interpret a variety of documents.
- Provide information and organize material in compliance with laws, regulations and policies.
- Communicate clearly and concisely, both orally and in writing.
- Ability to cross train if required.
- Operate a computer terminal.

- Effectively operate a PC and common software programs related to office procedures.

Physical and Sensory Requirements:

Work requires sitting and standing; working both indoors and outside with exposure to heat, sunburn, weather, odors, dust and pollen; select positions may require moderate lifting up to 50 lbs.; carrying, bending, reaching, twisting, stooping, pulling and pushing up to 75 lbs.