



CHILDREN'S PROGRAM AIDE-B&A

Position:	Children's Program Aide-B&A
Department:	Children's Programs
Reports to:	Children's Program Director
Location:	Buchanan & Wulf Recreation Center
Status:	Part-Time 2 (< 20 hours per week)
Hourly Wage:	\$12.32-\$14.38 hourly

Nature of Work

Under the direction of the Children's Program Director, the Children's Program Aide is responsible for teaching and supervising children in the Day Camp programs offered by the District.

Essential Functions

- Assist in supervising program activities and aid in the instruction of specialized activities such as swimming, tennis, archery, sailing, canoeing, and arts and crafts.
- Assist driver by supervising participants in transporting participants on field trips.
- Monitor participants by taking name count, number count, and assigning buddies on all field trips.
- Assist in supervising participants at all times.
- Report accidents and injuries that occur in camp. Provide first aid as needed.
- Assist in setting up and cleaning up activity area and vans as needed.
- Report absenteeism and arrange for substitution.
- Attend orientation, scheduled staff meetings, and trainings.
- Report any problem situations to the supervisor.
- Dress appropriately for daily activities.
- Must possess a highly defined focus towards both internal and external guest service.
- Assist in communicating positively with parents, participants, and staff.
- Assist in maintaining a safe and healthy environment.
- Interact individually or in groups with the children in order to help them engage in creative/educational play.
- Other duties as assigned.

Management & Supervisory Duties

- Supervision of children.

Illustrative Examples of Duties

- Assist in teaching activities.
- Assist in communication with the parents.
- Participate in trainings and meetings.
- Assist in cleaning areas and equipment.

Skills

- Excellent problem solving skills.
- Customer service skills.
- Verbal and written communication skills.
- Must be highly motivated, organized, and creative.

Knowledge



- Thorough knowledge of modern principles, methods, practices, and equipment relating to the functional areas of responsibility.
- Knowledge of needs and age appropriate activities for participants.
- Knowledge of instruction methods with participants.
- Knowledge of the policies and procedures of the District.

Abilities

- Ability to work in a "structured chaos" environment.
- Ability to problem solve.
- Ability to be flexible, multi task, cooperative and focused.
- Ability to demonstrate activities.
- Ability to establish and maintain effective working relationships with other employees, civic organizations, community agencies, parents, and the general public.

Required Training, Experience & Qualifications

- Must be at least 16 years of age
- Children's Program Aides who are under 18 years of age must work directly under the supervision of the program director or program leaders.
- Must demonstrate ability to work with children.
- Current CPR and First Aid Certifications.
- Complete state licensing requirements.
- Medical records which verify employee is free from emotional, mental or physical illness and free from evidence of personal conduct detrimental to the health, safety or well-being of children and youth, self or the District.
- Valid driver's license with a clean driving record.

*Please note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this job.

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