



Florence Fuller Child Development Center Job Description

Title: After School/Summer Camp Counselor with CDL

Classification: Full or Part Time/Non-Exempt

Reports to: Center Director, works under the direction of and in cooperation with the After School Coordinator

Mission Statement: Making a difference through education for economically challenged children and families to build a positive future in our community.

Vision Statement: Striving for excellence as a progressive Child and Family Center, while being the catalyst for change that positively impacts our community.

Core Values: Compassion, Critical Thinking, Dignity, Excellence, Flexibility, Honesty, Mutual Respect, Promotes Harmony, Takes Initiative, Team Player, Trust.

General Description:

This position will assist children in an effort to reach their highest potential

Physical Requirements:

Must be able to lift up to 45 pounds and provide physical assistance for all children including children with special needs. Reasonable accommodation may be made for otherwise qualified persons with disabilities.

Education & Experience:

Minimum: High school diploma or equivalent. Must have a minimum of 3 years' experience working with young children and families.

Hours:

Must be able to work flexible schedules:

1:30 PM- 5:30 PM daily

Full day schedule 7:30 AM -5:30 PM

Early release schedule 11:00 AM - 5:30 PM

Requirements:

- Mandatory 45 clock hours Introductory Child Care Training comprised of Part I and Part II courses
- Current CPR and First Aid Certification
- Attend on going trainings, workshops and conferences appropriate for school age children. (Part time employees are required to have 25 hours of training and full time employees are required to have 50 hours)

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Responsibilities:

- Communicate regularly with the After School Coordinator and work in cooperation with him/her to maintain established standards of compliance with developmentally appropriate practices
- Assist volunteers/clubs, i.e. Garden Club, Fishing Club, Ballet Club, Girl/Boy Scouts, music lessons
- Assist with planning activities appropriate for your assigned age group. Complete lesson plans and have them approved by the After School Coordinator before implementation and they are due at the end of every month for the upcoming month.
- Encourage children to participate in the lesson planning process and set goals. Complete and implement age appropriate activities to the lesson plan. Implement as many ideas suggested by the children as possible. Provide time for the children to reflect on the activities.
- Staff will promote family involvement and share positive communication with all families.
- Report any incidents or accidents occurring under your supervision and submit the report to the After School Coordinator or the school nurse.
- Attend staff meetings when scheduled and provide input regarding activities for children, parents and staff.
- Provide love, guidance and understanding to develop a sense of self-worth and respect in each child by using discipline techniques found in staff manuals, these policies are in conjunction with minimum standards for discipline and are to be the only policies used in this Center.
- Emphasize health, hygiene and proper nutrition by visually checking each child as they arrive and providing guidance in hand washing and bathroom usage. Proper nutrition is encouraged through discussion at each meal and within the curriculum.
- Follow guidelines established by Family Central, Child Care Services, and Children's Services Council & Prime Time to provide quality and appropriate practices for after school programs.
- Staff are responsible for children and must be aware of their location at all times. Head counts & roll call should be done after **all transitions**, this includes before leaving for field trips, during field trips, loading & unloading the bus, and bathroom and water breaks.
- Make sure the environment is clean, safe and materials accessible at children eye levels. Staff should remove any broken or damaged items from the room to protect the children from injuries.

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- It is your responsibility to ensure that parents are signing their child out properly each day: by signing their first and last name along with the pickup time. On a full day, the parent must sign their child in and out and leave an emergency contact number where they can be reached during the day. At the end of each month sign in/out sheets are given to the After School Coordinator. Parents must sign in/out in blue ink only.
- Perform required computer skills.

CDL Requirements:

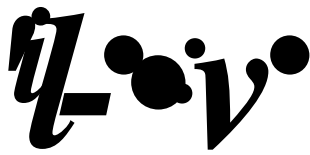
- CDL license required
- 1 + years' experience driving a school bus
- No at-fault accidents in the last 5 years
- Insurable driving record

Other Functions:

Note: The duties above are illustrative and not exhaustive. The 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. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described above.

Principal Accountabilities:

1. Must demonstrate sensitivity to our population's socioeconomic characteristics and needs.
2. Must be a team player and maintain a professional demeanor at all times.
3. Demonstrate effective staff management and leadership skills.
4. Quality - The extent to which an employee's work is accurate, thorough and neat.
5. Productivity - The extent to which an employee produces a significant volume of work efficiently in a specified period of time.
6. Job Knowledge - Basic knowledge and ability to which an employee possesses the practical/technical skills required for the job.
7. Reliability - The extent to which an employee can be relied upon regarding task completion and follow-up.
8. Attendance - The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.
9. Independence - The extent to which an employee performs work with little or no supervision.



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10. Creativity - The extent to which an employee seeks out new assignments and assumes additional duties when necessary.
11. Adherence to Policy - The extent to which an employee follows procedures and conduct rules, other regulations and adheres to company policy.
12. Interpersonal Relationships - The extent to which an employee demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts.
13. Judgment- The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.

Acknowledgement:

I have read and understand the requirements of this position as outlined in the above job description. I am aware that this job description is not to be construed as an exhaustive statement of duties and responsibilities as secondary functions may be assigned from time to time. I also understand that my continued employment and performance evaluation will be based on my performance of the functions established herein and compliance with established policies and performance standards. I certify that I am able to perform the essential job functions and meet the requirements of this position.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date

Revised 1/10/19