

POSITION DESCRIPTION

Class Title: Kidventures Counselor/After School for Kids Counselor

Department: Parks and Recreation

Date: March 2008

GENERAL PURPOSE

Supervises a group of children in the Kidventures and/or After School for Kids Program. Assists the Supervisor with planning and carrying out activities.

SUPERVISION RECEIVED

Works under the direct supervision of the Kidventures and/or After School for Kids Supervisor and the general supervision of the Program Coordinator and the Director of Parks and Recreation.

SUPERVISION EXERCISED

Supervises participants and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains control and discipline of a group of children at all times. Takes disciplinary actions as outlined in the department manual.
2. Works closely with the Supervisor in implementing scheduled activities.
3. Carries out the programs scheduled for Kidventures and/or After School for Kids.
4. Assists in preparing required reports and forms.
5. Prepares areas to be used; obtains and stores equipment in proper area in an organized manner.
6. Enforces all safety rules.
7. Upholds and enforces department policies; maintains discipline of participants.
8. Reports definite as well as potential physical hazards in unsafe conditions of the facility and equipment to the Supervisor or Program Coordinator.
9. Effectively communicates problems to the Supervisor, Department Program Coordinator and Department staff or others.
10. Administers lifesaving and emergency techniques covered by certified training.

PERIPHERAL DUTIES

Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

1. At least 16 years of age.
2. High School Graduate or GED (Preferred).

Necessary Knowledge, Skills, and Abilities:

1. Ability to establish and maintain effective working relationships with employees, supervisors, participants, and the general public; Ability to effectively enforce safety and health regulations; Ability to effectively communicate orally; Ability to give and understand oral instructions.
2. Ability to meet and deal effectively with the public in a pleasing manner and display a great amount of tact and diplomacy; Ability to handle stressful situations.

SPECIAL REQUIREMENTS

Completion of a CPR, Standard First Aid, and AED courses, or have the ability to obtain training, and any other training scheduled by the department.

Required training and/or certifications will be paid for by the Town; however, if the employee resigns prior to six months of employment, any fees paid by the Town will be reimbursed to the Town.

TOOLS AND EQUIPMENT USED

All types of recreational supplies including but not limited to balls, bats, phone, emergency equipment, two-way radio, etc.

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 frequently required to walk, sit, talk, see and hear. The employee is frequently required to use hands and arms to write, throw, reach and catch. The employee is frequently required to stoop to pick up equipment.

The employee may occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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 may be exposed to humid and hot conditions of a gymnasium or outdoor weather.

The noise level in the work environment is frequently loud.

SELECTION GUIDELINES

Formal applications, rating of education and experience; oral interview and reference checks for new applicants; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The 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.

Approval: _____ Approval: _____
Supervisor Appointing Authority

Effective Date: March 7, 2008 Revision History: March 7, 2008
September 17, 2013
July 25, 2016