

CHILDREN'S PROGRAM AIDE

Part-Time / Non-benefitted / \$11.0000- \$14.6830 Hourly

Class specifications are intended to present a descriptive list of the range of duties performed by Employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Children's Program Aide is responsible for the supervision of all children in the child care program. The Children's Program Aide must demonstrate leadership skills, and demonstrate effective communication and interpersonal skills in working with parents and supervisors. The children's Program Aide must demonstrate a clear understanding of child care problem solving techniques when dealing with any discipline situation involving the children. The Children's Program Aide must read and understand all policies and procedures.

SUPERVISION RECEIVED AND EXERCISED

The Children's Program Aide receives direction from one or more of the following: the Children's Program Leader, Children's Program Director, Recreation Leader III, Recreation Coordinator, and/or the Recreation Manager.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS *Responsibilities and duties may include, but are not limited to, the following.*

- Assists with lesson plan preparation and project planning.
- Works with children to implement assigned classroom projects.
- Ensures that children are in a safe environment at all times.
- Anticipates problems among the children and prevents harmful situations before they occur or escalate.
- Responsible for calling parents for various reasons (e.g. sick, absent) throughout the day.
- Prepares daily snacks, including set-up.
- Maintains and submits necessary attendance records and accident/incidents reports.
- Assists with cleaning duties (e.g. dishes, vacuuming, trash, sweeping).
- Makes efficient use of available materials and supplies.
- Attend monthly staff meetings.

QUALIFICATIONS

- Flexibility (ability to work with varying personalities, age groups and work schedules).
- Ability to lead and interact with large groups of children on a daily basis with various activities such as organized games, art projects, homework, outdoor play, etc.
- Must be a positive role model for children (e.g. appearance, attitude, speech, body language)
- Acknowledges child when he/she has a problem and respects the concerns that are shared.
- Good listener and communicator.
- Ability to assist program staff and stay calm during an emergency.

- Must be physically capable of total interaction with children through sports, physical education, swimming (optional), aerobics dance and other activities.
- Must interact with children through their daily play by running, jumping, stooping, hopping and other forms of gross motor skill movements.
- Must be available to work a Monday – Friday schedule, approximately 4-6 hours per day.
- Must be able to stand for designated periods of time in the classrooms and on the yard.
- Must be able to bend, pick up chairs, playground equipment and children when they fall.
- Must be able and willing to walk to local parks and community points of interest.
- Must be able to assist with all daily chores, including mopping spills, sweeping, vacuuming, carry out the trash, wash dishes and tables as needed.
- Must be competent to write, spell and relate accurate information on behavior, discipline, incident and accident reports, as needed.
- Must be willing and able to wear proper attire which includes uniform, badge, comfortable shoes (no flip flops or open-toe sandals) at all times.
- Must be able to meet daily schedules and shift in a timely manner, as required.
- Must be able and willing to work year round schedules for seasonal camps and in-service days.

Experience and Training Guidelines: *Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:*

Education / Training:

- Must be a high school graduate or possess G.E.D. equivalent.
- Must be at least eighteen (18) years of age.
- College level coursework in early childhood education, child development, or recreation is helpful.

Experience:

- Prior experience in working effectively with youth is highly desirable.
- Previous work experience in a recreational environment is also highly desirable.

Licenses & Certificates:

- Must possess or have ability to obtain Pediatric First Aid and Infant/Child/Adult Cardiopulmonary Resuscitation (CPR) Certification as issued by the American Red Cross.

CONDITIONS OF EMPLOYMENT: This is an hourly, part-time position. Employees must be available to work Monday through Friday. Normal work week should average 4-6 hours per day, hours and days subject to change depending on program needs. Must pass a pre-employment physical, Tuberculosis screening, drug screening, and criminal background check prior to employment.

THE CITY OF HERCULES IS AN EQUAL OPPORTUNITY EMPLOYER.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor Signature

Date

Updated: 01/12/2016 Resolution 16-001
FLSA: Non-Exempt