

PLEASANT DALE PARK DISTRICT JOB DESCRIPTION

JOB TITLE: Extra Innings Support Staff

DEPARTMENT: Recreation

SUPERVISION: Reports to: Extra Innings Supervisor
Recreation Supervisor

SUMMARY: The Extra Innings Support Staff is responsible for providing an appropriately safe, caring and enriching environment for the children enrolled in the Extra Innings program. The program meets at Pleasantdale Elementary school. The hours of the program are Monday-Friday 6:45-9:00 am and 3:00-5:00 pm. The Extra Innings Support Staff is a part time “at will” employee. A schedule will be discussed.

QUALIFICATIONS: The ideal candidate should be 18 years of age or older. He or she should have previous experience with children ages 4-12 years of age. The candidate must have the ability to establish and maintain effective working relationships with employees, superiors, School District 107 staff, and the public.

Extra Innings Staff must be CPR/AED and First Aid certified or ability to acquire within 3 months of hire. (Training can be provided by the park district if needed) Candidate must also pass a drug screening, and criminal background check.

REQUIRED SKILLS:

1. Supervising youth and presenting positive role modeling through all interactions with program participants.
2. To keep confidences, loyalties, and practice professionalism.
3. Work a flexible schedule to meet program staffing/planning needs.
4. Exercise mature judgment and sound decision making.
5. Ability to perform CPR and administer First Aid (employer will provide the training).

DUTIES & RESPONSIBILITIES:

1. Ensure a safe and healthy environment for the children.
2. Plan and provide children with appropriate activities and experiences with a good balance between free choice and planned activities.
3. Aid in distributing snacks, supplies, etc.
4. Arrive promptly and remain for the specified time.
5. Supervise children constantly, never leaving them unattended.
6. Record daily attendance and know the number, names, and age of children in group at all times.
7. Display sound judgment in all situations.
8. Maintain confidentiality of parents, children, and staff.
9. Assume daily responsibility without constant supervision.
10. Consider each child in relationship to his/her cultural and socioeconomic background, treating each child with dignity and respect.
11. Attend all staff meetings and training sessions related to an afterschool program.
12. Initiate and maintain positive relationships with school staff including principal, secretaries, custodial staff and teachers is key importance to the after-school program.
13. Communicate with Extra Innings Supervisor daily.

PHYSICAL DEMANDS/WORK CONDITIONS:

The position will require numerous physical demands while working with children. While performing the duties of this job, the employee will have to stand, walk, bend, run, stoop, lift, etc. The following are some of the physical demands of the job.

1. Physically capable of lifting 40 lbs
2. Sufficiently mobile to ensure the safety of students and to participate in activities
3. Able to be active for an extended period
4. Able to hear and understand speech at normal levels and on the telephone

SAFETY ISSUES:

Actively support the loss control program that will effectively control and reduce accidents.

Obey the practical safety rules, regulations and procedures established by the loss control program that is pertinent to the activities conducted.

Promptly report to the Safety Coordinator all accidents and injuries occurring within the course of employment, no matter how minor.

Promptly report to the Safety Coordinator all unsafe actions, practices or conditions observed.

Accident report must be filled out for each incident.