



JOB TITLE: CLUB COUNSELOR–RECREATION DEPT.

CLASSIFICATION: PART TIME HOURLY

SUPERVISOR: CLUB COORDINATOR & RECREATION SUPERVISOR

POSITION SUMMARY:

The club counselors are responsible for performing a variety of duties to prepare the club program to meet the needs of all children enrolled in club, items include but are not limited to free play, assisting with homework, organizing structured games, arts & crafts, and playing board games. Work is performed at a self-controlled pace, but may vary depending on the demands of the job required.

The club counselor is responsible for performing the duties as outlined in this analysis. The staff to child ratio of the club program is that of 1 staff to every 10 child. He/she is a part time employee and will be hired on a seasonal basis.

The club counselor must remain constantly alert while on duty.

QUALIFICATIONS:

- The club counselor must be at least 16 years of age and possess current American Red Cross CPR and First Aid certifications.
- The club counselor must also have the ability to enforce regulations in a courteous and polite manner and maintain a positive attitude.

EDUCATION AND EXPERIENCE:

- A minimum of 2 years of High School education or equivalent G.E.D. with experience working with children.

HOURS:

- Hours of operation are Monday - Friday 6:15 a.m. – 9:30 a.m. and 3:15 p.m. – 6:00 p.m. for day's school is in session and 6:15 a.m. – 6:00 p.m. on school days off. Other hours as needed to enable the program to operate.

ESSENTIAL FUNCTIONS:

- Prevent accidents through enforcement of policies, rules, regulations and ordinances governing the conduct of children while at the club program. Ensure program activities are conducted safely and conducted according to all safety guidelines
- Accident, incident reports must be turned in the day the accident occurred. Any major accidents must be reported to the Recreation Supervisor immediately
- Deliver quality customer service at all times remembering to keep information confidential.
- Implement activities for club program.
- Assists with maintenance work as assigned by the club supervisor including cleaning the clubroom, gym and playground.
- Attend all required training and staff meetings.

- Accident, incident reports must be turned in the day the accident occurred. Any major accidents must be reported to the Recreation Supervisor immediately
- Reports all accidents and misconduct behaviors to the Club Coordinator on the day incident occur.
- Avoids unnecessary conversations with parents, other staff and other distracting influences.
- Assume other duties and responsibilities as assigned by the club supervisor and Recreation Supervisor.
- Perform all job tasks within the rules and guidelines of the District's safety program.
- Must be available to work all school days off and early release days unless other arrangements have been made in writing.
- Employee must be able to function in a sometimes fast and ambiguous environment.

MARGINAL FUNCTIONS:

- Assist in the set up and break down of club on a daily basis
- Assist with any school day offs and early release days.
- Operate a T.V. and VCR for video viewing.

PSYCHOLOGICAL CONSIDERATIONS:

- Employee must work closely with co-workers.
- Employee must maintain good public relations with all parents through a friendly and helpful attitude and appearance.
- Employee must be able to work closely with children, parent/guardians, and staff to achieve successful outcomes.
- Employee has responsibility for the safety and constant supervision of the children while in attendance at the club program.
- Employee may have to work and make decisions under stressful situations when First Aid or CPR is required.
- Employee has to be able to make decisions to assure safety at the club program.
- Employee has to be able to respond quickly and accurately.
- Employee must be emotionally flexible to effectively work with children at different educational and social stages of development.
- Employee must be able to adapt to a busy, sometimes noisy environment.

PHYSICAL DEMANDS:

- Requires frequent sitting, balancing, kneeling, crouching, reaching, instructing.
- Requires occasional standing, walking, running, stooping, handling, fingering, feeling, teaching.
- Requires medium (40-50 lbs.) strength.

ENVIRONMENTAL CONSIDERATIONS:

- Employee must park in designated area with potential of walking ¼ mile.
- Employee may be exposed to weather conditions that can include cold, rain and extreme heat.

- Employee may be exposed to a variety of communicable diseases, to include exposure to the potential of blood borne pathogens in a number of settings and areas within the school setting.
- Employee may be exposed to a variety of viruses, to include flu or colds.
- Employee general work area is indoors, in a smoke free environment, open cafeteria space with controlled temperature and fluorescent lightning.
- Protective clothing is not needed.
- Employee must use good safety sense in dealing with spills and messes along with potential exposure to bodily fluids.

COGNITIVE CONSIDERATIONS:

- Employee must be able to follow and give directions to supervisor and co-workers.
- Employee must use good safety awareness and judgment.
- Employee must be able to follow directions and communicate in English verbally and in writing.
- Employee must be able to read and understand materials printed in English.
- Employee must have the ability to make judgment with respect to confidentiality of information and problem solving.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and efforts of working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change, e.g., emergencies, rush jobs, changes in personnel, workload, technological developments, etc.

Employee Name: _____

Employee Signature: _____ Date: _____

