

# LAKEVILLE AREA PUBLIC SCHOOLS

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Summer Adventures Greeter / Assistant</b>	<b>LOCATOR: (Office Use Only)</b>
<b>DEPARTMENT/BUILDING:</b>	<b>Summer Adventures at Elementary School Buildings</b>	<b>POSITION CLASSIFICATION:</b> Summer Casual
<b>TITLE OF IMMEDIATE SUPERVISOR:</b>	<b>Summer Supervisor ESS Coordinator ESS Director</b>	<b>BARGAINING UNIT:</b>

**POSITION SUMMARY:** The primary purpose of this position is to meet and greet families and monitor the main entrance during the summer. The secondary purpose of this position is to assist the program Instructor in caring for and supervising children as well as helping implement a daily curriculum. Specific duties will vary between buildings depending on their individual needs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The essential functions of this position include, but are not limited to, the following fundamental duties:  
Greeter:

1. Meet and greet Summer Adventures families each day.
2. Provide customer service and program information to families and visitors.
3. Make sure Summer Adventures students are signed in / out each day.
4. Check ID's of individuals picking up students and make sure they are authorized to pick up.
5. Monitor guests who visit building and direct them to where they are going.
6. Operate the Visitor Management System (using the iPad security system) to ensure a safe environment for all.
7. Account for Summer Adventures students coming and going to ESY, Launch into Learning, Swim Lessons and Youth Enrichment Classes.
8. Management parent notes and requests.
9. Monitor Summer Adventures student schedules and schedules changes.
10. Create Summer Adventures welcome area, information board and post parent reminders.
11. Monitor student camp lists.
12. Manage lunch tickets for students not in camp.
13. Assist Extended School Services office with parent paperwork.
14. Assist Summer Supervisor as needed.

Assistant:

1. A strong commitment to working with children as well as the ability to work well in a team setting.
2. Works directly with and supervises large and small groups of children in planned activities throughout a variety of settings, such as: classroom, cafeteria, gym, computer lab, playground and while on field trips.
3. Ability to work with children with a variety of needs.
4. Supervises children during transition, breakfast, lunch and snack.
5. Assists the Summer Adventures Instructor in preparing and implementing the daily curriculum.
6. Ability to work independently, exercise mature judgment and manage children's behavior in a positive manner.

7. Maintains room environment by setting up, cleaning and storing supplies and equipment.
8. Assists in promoting a safe, welcoming and caring environment.
9. Assists cook and administers breakfast, lunch and snack to children.
10. Responsible for knowledge of first aid procedures and location of first aid items in case of an emergency.
11. Ability to be flexible and work closely with other staff in camps, clubs, classes, swimming opportunities and field trips.

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**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

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1. Open to occasional adjustments in work schedule.
2. Assists Instructor in maintaining program records.
3. Assists Instructor in placing supply and food orders.
4. Other duties as assigned by the Summer Supervisor or ESS Director.

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**POSITION QUALIFICATIONS** (Specific training or job experience required before appointment):

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1. 18 years of age, high school diploma plus AA degree or experience working with children in a child care or school setting.
2. Current CPR and First Aid Certification.
3. Good verbal, written and interpersonal communication skills.
4. Able to work in settings of high volume.
5. Able to work outdoors in various kinds of weather.
6. Skilled in use of computer.

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand			<b>X</b>	
Walk			<b>X</b>	
Sit			<b>X</b>	
Use hands dexterously (use fingers to handle, feel)			<b>X</b>	
Reach with hands and arms			<b>X</b>	
Climb or balance		<b>X</b>		
Stoop/kneel/crouch or crawl		<b>X</b>		
Talk or hear				<b>X</b>
Taste or smell		<b>X</b>		

Physical (lift and carry):				
Up to 10 pounds			<b>X</b>	
Up to 25 pounds			<b>X</b>	
Up to 50 pounds		<b>X</b>		
Up to 75 pounds		<b>X</b>		
Up to 100 pounds		<b>X</b>		
More than 100 pounds		<b>X</b>		

**DATE: 4-26-17**