

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

Title: Activity Leader – Kids Plus Before & After School Program

Qualifications:

1. High school diploma or equivalent
2. Experience working with children 5-12 years of age
3. Good human relations and communication skills
4. Ability to be flexible to meet the needs and interests of children
5. Reliable transportation

Reports To: Site Director and Program Director

Supervises: Volunteers

Objective: To supervise program participants and implement quality programming for and with them

Performance Responsibilities:

- A. Is punctual and attends work daily
- B. Closely supervises program participants at all times
- C. Completes and submits daily communication forms, material request forms, and other required paperwork in a timely manner
- D. Uses appropriate discipline and guidance techniques
- E. Attends staff meetings
- F. Assists with the creation and implementation of activities that are age appropriate, allow for choice, enhance physical development, and encourage learning
- G. Maintains open line of communication with Site Director regarding daily operation of program
- H. Assists with daily attendance procedures
- I. Performs other related duties, as assigned

Terms of Employment: Work year, salary, and benefits as established by the Board of Education

Evaluation: Performance will be evaluated bi-weekly by the Site Director

Status: Created November 18, 1996
Last Revised April 2, 2013