

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4  
Champaign, Illinois

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

Qualifications:

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

Reports To: Site Manager and Program Director or designees

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 all required paperwork in a timely manner
- D. Uses appropriate discipline and guidance techniques
- E. Attends all required staff meetings and in-person trainings and completes all mandated online trainings
- 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 lines of communication with Site Manager and Program administration regarding daily operation of the program
- H. Assists with daily attendance procedures
- I. Performs other related duties, as assigned

Terms of Employment: At-Will position, compensated at an hourly rate as approved by the Board of Education

Evaluation: Performance will be evaluated in accordance with the District's plan for evaluation of Kids Plus staff

FLSA Status: Non-Exempt

Status: Created November 18, 1996  
Last Revised (with title change) June 8, 2021