Department: After School  
Title: Activity Leader  
FLSA Status: Non-Exempt  
Reports to: After School Director

**Purpose:** An **Activity Leader** is responsible for the planning and implementation of one or more activities in the 21st CCLC after school programs. The Activity Leader should have some expertise in the activity they are leading and knowledge of the developmental needs of their students. Activity Leader needs to be aware of the required grant outcomes.

**Essential Functions**

- Establish and maintain communication with Site Coordinator regarding issues that arise during the activity
- Attend mandatory staff trainings and meetings
- Select at least two of the four required grant outcomes as the focus for their activity. *Academic Outcomes: i.e., Verbal & Written Communication Social-Emotional Outcomes: Positive Peer to Peer & Youth to Adult interactions*
- Become familiar with the program quality criteria outlined in the A.P.T.
- Maintain an energetic, enthusiastic, and/or upbeat attitude
- Actively engage in activities with youth
- Closely supervise youth and activities
- When youth behavior is inappropriate, will utilize simple reminders to redirect behavior
- Exhibit appropriate, professional conduct around youth
- Respond to the individual needs, interests and abilities of the students in the activity
- Maintain attendance records for reporting requirements
- Interact with students in a warm and respectful manner
- Adhere to school policy regarding physical restraint
- Design an activity to provide students with opportunities for autonomy, responsibility & leadership (rather than an activity that is always teacher centered)
- Design an activity that is cognitively challenging and stimulates students thinking
- Design an activity that is open-ended, and requires that youth to use creativity and draw upon their own ideas to participate
- If leading an academic enhancement enrichment there is observable evidence that activity is part of an ongoing project, theme, or curricular unit
- If leading a physical activity such, as sports the activity must promote the social-emotional outcomes of positive peer-to-peer and positive adult-to-youth interactions

**Additional Responsibilities**

- Develop competencies to apply CES’s social justice and equity principles in daily work
- Completes CES activity planning templates before sessions begin
• Attend all relevant CES after school trainings and planning meetings
• Perform other duties as assigned by After School Director or designee

Qualifications
• Highly skilled in group facilitation
• Demonstrated success in experience working with youth
• Excellent verbal and written communication skills
• Highly adaptive, with exceptional problem solving skills
• Ability to work both independently and collaboratively with diverse personalities
• Experienced in maintaining a positive and professional attitude even when under stress

Preferred Qualifications
• Bachelor’s Degree in Social Work, Education, Human Services, Health Education, or related field

Candidates who do not meet the qualifications as stated above are encouraged to put in writing precisely how their background and practice have prepared them with the equivalent combination of education, training and practice required for the responsibilities of this position.

Physical Demands
• Ability to multi-task and respond to demanding job duties with a positive mindset.
• Ability to regularly move throughout the classroom, to and from office and classroom locations and ability to access file cabinets, office equipment, and/or operate a computer.
• Frequently communicates with students, colleagues and school based program staff.

Working Conditions
• Will work both in middle school setting indoors and outdoors
• Ability to handle interruptions and maintain productivity.
• Ability to work with diverse personalities.
• Skilled in working independently and collaboratively.

Terms of Employment
• Part-time, school year position (September 2018 – June 2019)
• Up to 15 working hours/week
• This position is not benefit eligible as outlined in the CES Personnel Policies

CES is an equal opportunity employer. We welcome candidates from all cultural, ethnic and racial backgrounds. Candidates whose backgrounds are well suited to understanding and addressing the need of the diverse student populations we serve are encouraged to apply.