

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

1. Establish and maintain communication with Site Coordinator regarding issues that arise during the activity
2. Attend mandatory staff trainings and meetings
3. 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
4. Become familiar with the program quality criteria outlined in the A.P.T.
5. Will be energetic, enthusiastic, and/or upbeat
6. Will actively engage in activities with youth
7. Will closely supervises youth and activities
8. When youth behavior is inappropriate, will utilize simple reminders to redirect behavior
9. Will exhibit appropriate, professional conduct around youth
10. Activities are designed to provide students with opportunities for autonomy, responsibility & leadership (rather than an activity that is always teacher centered)
11. Respond to the individual needs, interests and abilities of the students in the activity
12. Maintains attendance records for reporting requirements
13. Interacts with students in a warm and respectful manner. Adhere to school policy regarding physical restraint
14. If an academic enhancement enrichment: There is observable evidence that activity is part of an ongoing project, theme, or curricular unit.
15. Activity being taught is cognitively challenging stimulates students thinking
16. Activity is open-ended, requires that youth use creativity and draw upon own ideas to participate
17. If a physical activity such as sports: activity promotes the social-emotional outcomes of positive peer-to-peer and positive adult-to-youth interactions

Other Duties and Responsibilities:

- Completes CES activity planning templates before sessions begin.
- Attend all relevant CES after school trainings and planning meetings.

Qualifications

- Bachelor's Degree in Social Work, Education, Human Services, Health Education or related field preferred
- Strong group facilitation skills
- Experience working with youth
- Excellent oral and written communication skills
- Must be able to work independently in a fast paced environment

Physical Demands:

Requires physical condition and mental stamina to endure job stress in the performance of duties, as well as periods of sitting or standing.

Working Conditions:

Will work both in elementary school setting indoors and outdoors/

Terms of Employment:

- 18 weeks of the year
- Up to 16 working hours per week.