KIRKWOOD SCHOOL DISTRICT

Adventure Club Educator

Department:	KECC	**Reports to:**	Adventure Club Program Assistant
Work schedule:	10 months	**Compensation:**	Support Staff Salary Schedule
Full/Part time:	Part Time	**FLSA Status:**	Non-exempt

Position Description

Collaborate with Adventure Club staff to cultivate an educational environment that nurtures children's learning, growth, and development toward reaching their full potential. Supervise children's activities and ensure adherence to Adventure Club policies and procedures for school-age care programming.

Task Title	Essential Job Functions	Percent of Time Spent
Student Supervision	• Supervise children participating in Adventure Club and take responsibility for their safety and well-being during the program. • Prepare and serve snacks • Maintain a safe and inclusive environment. • Adhere to and enforce Adventure Club policies and procedures.	65%
Educational Programming	• Assist the Program assistant in developing recreational and educational programming that promotes the children's growth and development. • Collaborate efficiently with the Program Assistant and Adventure Club staff to offer a range of activities that cater to the diverse interests and learning styles of the children, cost-effective, and safe. • Setup and cleanup program activities. • Keep the Site Manager informed of program issues and discipline concerns.	20%
Student Support	• Help students develop self-advocacy skills. • Promote children's language and social development by encouraging them to express thoughts and emotions, listen actively, and use words to resolve conflicts. • Assist with the physical support and care of children when needed (e.g. toileting, positioning, behavior support, transferring). • Maintain confidentiality of students and staff. • Establish and maintain positive relationships with children, parents, staff, and all school personnel.	15%
Recordkeeping	• Observe, report, and document children's behaviors or concerns, as well as any special or unique situations. • Submit routine paperwork to the Site Manager that is neat and timely.	

	• Maintain accurate records of hours worked. • Ensure daily attendance is accurate and report any unconfirmed absences.	
Professional Development	• Participate in and contribute to site meetings, professional development, and other activities as instructed by the Adventure Club Program Assistant and Manager.	

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees,
- **Supervisory Activities:** None
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact individual work/job tasks

Qualifications

Required

- **Education:** High school diploma/GED
- **Previous Work-Related Experience:** Ability to frequently lift and carry up to 20 pounds.

Preferred

- At least one year of experience working with children in a similar setting.
- College credits in education or a relevant field.
- Non-crisis Intervention Training

Knowledge & Skills

Knowledge

- **Basic:**
  - Computers/IT: Electronic equipment, and computer hardware and software, including applications and programming.
  - Food production: Techniques and equipment for preparing food, including storage/handling techniques.
  - Customer and personal service: Principles and processes for providing customer and personal services.
- **Intermediate:**
  - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
  - Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being.
  - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
  - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy

- **Advanced:**
  - N/A
- **Expert:**
  - N/A

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** N/A
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Management of material resources, Service orientation, Social perceptiveness,
- **Occasionally (Up to 2.5 hours or 32% of the day):** Speaking, Active listening, Time management, Coordination, Instructing, Reading comprehension, Writing, Learning strategies
- **Rarely (Less than 1 hour or 12% of the day):** Negotiation, Persuasion, Complex problem solving, Judgment and decision making, Mathematics, Monitoring, Active learning

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** N/A
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Crouching/Kneeling, Walking, Balancing, Climbing, Finger Dexterity, Multi-limb coordination, Reaching, Repetitive motion, Hearing, Color Vision
- **Occasionally (Up to 2.5 hours or 32% of the day):** Crawling, Sitting, Standing, Carrying/Lifting,
- **Rarely (Less than 1 hour or 12% of the day):** Pulling/Pushing,

Mental and Psychological Demands:

- *Low demands:* The job requires little mental effort and involves low levels of stress (e.g., Infrequent or no need to deal with difficult customers or manage emotions when interacting with others, works under general deadlines, no exposure to public criticism, rarely requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Medium work*: Exerting 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

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