

**PARKWAY-ROCKWOOD COMMUNITY EDUCATION**  
**JOB DESCRIPTION**  
**ADVENTURE CLUB ASSISTANT FACILITATOR**

POSITION TITLE: Adventure Club Assistant Facilitator

STATUS: 12 Month – Full Time/School Term/Part Time/Summer-Part Time

REPORTS TO: Site Facilitator

POSITION SUMMARY: Assists site Facilitator in coordinating and supervising the activities of children and staff.

**ESSENTIAL FUNCTIONS:**

1. Ability to establish an encouraging, caring, and safe environment for children within program guidelines and procedures.
2. Ability to assume the responsibilities of the Facilitator when the Facilitator is absent.
3. Ability to communicate clearly and effectively.
4. Ability to work collaboratively with children, families, department staff, other district personnel, and the community.
5. Ability to demonstrate respect and sensitivity to the individual needs of families.
6. Ability to supervise, train and support program staff.
7. Ability to judge when situations and/or information should be called to the attention of the supervisor.
8. Ability to work a flexible schedule which at times includes, early, late, and weekend hours.
9. Ability to interact with children on their level - bending, stooping, lifting, and sitting on the floor.
10. Ability to mentor within established parameters.

**JOB RESPONSIBILITIES:**

1. Follows established guidelines to assure safety and accountability.
2. Manage site operations as needed, including accountability of all children in attendance.
3. Creates an encouraging and safe environment for children.
4. Models for staff and/or communicates with staff in order to train in appropriate safety measures and interactions with children.
5. Assists Facilitators to maintain submit records as required.
6. Directs staff to carry out all essential drills as required.
7. Maintains a clean orderly site.
8. Assures that parents and families are greeted daily and appropriate information is communicated.
9. Directs staff in maintenance of Adventure Club areas and supplies.
10. Obtains 12 hours of inservice:
  - a. Completes modules as required.
  - b. Attends appropriate workshops and conferences.
  - c. Presents at conferences.
11. Implements activity plans developed by the Facilitator.
12. Participates in assigned committee work.
13. Attends staff meetings, trainings, and site events as required.

14. Assist Facilitator to observe and evaluate Activity Assistants and Activity Aides under their supervision..
15. Directs and supervises volunteers.
16. Works Early Dismissal, Late Start, Holidays and non-school days as required.
17. Other duties as assigned.

#### BASIC REQUIREMENTS:

##### ASSISTANT FACILITATOR:

1. College degree preferred, but not mandatory.
2. 2 years' experience working with children in a similar setting required.
3. Demonstrate ability to plan and implement developmentally appropriate activities.
4. Demonstrate ability to supervise staff and implement policies and procedures at the site.
5. Demonstrate ability to assume responsibility, respect confidentiality and demonstrates patience and compassion with school-age children.

##### ASSISTANT FACILITATOR TIER 1

1. H.S. Diploma or GED
2. 18 months experience with children in a similar setting required.
3. 6 credit hours: Child and Youth Development (3) and other areas related to SAC programming (3)
4. Demonstrate ability to plan and implement developmentally appropriate activities.
5. Demonstrate ability to supervise staff and implement policies and procedures at site.
6. Demonstrate ability to assume responsibility, respect confidentiality and demonstrate patience and compassion with school-age children.

##### ASSISTANT FACILITATOR TIER 2

1. AA Degree or two years of college or equivalent.
2. 9 months experience working with children in a similar setting required.
3. 3 credit hours: child and youth development (3)
4. Demonstrate ability to plan and implement developmentally appropriate activities.
5. Demonstrate ability to supervise staff and implement policies and procedures at site.
6. Demonstrate ability to assume responsibility, respect confidentiality and demonstrate patience and compassion with school-age children.