

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

POSITION TITLE: Adventure Club Activity Assistant

STATUS: Part-time

REPORTS TO: Assistant Facilitator

POSITION SUMMARY: Under general direction of the Adventure Club Assistant Facilitator and Facilitator, is responsible for the everyday activities the Adventure Club offers.

ESSENTIAL FUNCTIONS:

1. Ability to assist in providing an encouraging, caring and safe environment for children.
2. Ability to communicate clearly and effectively.
3. Ability to judge when situations and/or information should be called to attention of the supervisor.
4. Ability to set up an appropriate environment which may include moving furniture, carrying supplies and lifting equipment.
5. Ability to interact with children appropriately. This may include stooping, lifting, and sitting on the floor.
6. Ability to work cooperatively as a team member.

JOB RESPONSIBILTIES:

1. Follows established guidelines to assure safety and accountability.
2. Assists in creating an encouraging and safe environment for children.
3. Reports to work as scheduled.
4. Presents an appearance that reflects positively on Adventure Club. Follows dress code.
5. Obtains 12 hours of in-service:
 - a. Completes modules as required.
 - b. Attends appropriate workshops and conferences.
6. Attends staff meetings, parent events, trainings, etc. as required.
7. Maintains Adventure Club areas and supplies as directed.
8. Assists in maintenance of a clean and orderly site.
9. Assists in implementation of activity plans.
10. Responsible for the supervision of children.
11. Respects confidentiality.
12. Performs other such tasks and assumes other responsibilities as assigned.
13. Works Early Dismissals, Late Starts and non-school days as required.

BASIC REQUIREMENTS:

1. High School Diploma or GED required.
2. College credit hours preferred.
3. Prefer experience working with children in a similar setting.
4. Ability to demonstrate patience and compassion with young children.