

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### ACTIVITY LEADER

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent or presently in good standing at the High School.
- (2) Be at least sixteen (16) years old - prefer eighteen (18) years old.
- (3) Experience in the management of groups of young children.
- (4) Resident of Flagler County preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child development. Knowledge of First Aid techniques. Skill to lead students in mental and physical activities. Skill to follow directions. Positive interpersonal skills.

#### REPORTS TO:

Site Manager

#### JOB GOAL

To assist in providing positive educational and recreational activities for young children during the extension of the school day and summer.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Assist the Site Manager in planning and providing educational and recreational activities for the children.
- \* (2) Initiate and implement planned activities which promote the healthy emotional, social, intellectual and physical development of each child.
- \* (3) Supervise children's activities directly to insure the well-being and safety of each child at all times.
- (4) Keep activity areas neat and organized and take responsibility for the upkeep of equipment and materials.
- (5) Maintain attendance records for assigned groups of children.
- (6) Supervise and assist in snack planning, serving and clean up.
- (7) Establish a warm, friendly, yet objective relationship with the children.
- (8) Perform other incidental tasks consistent with the goals and objectives of this position.

#### PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force as frequently as needed to move objects.

#### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the Community Education Coordinator.

**ACTIVITY LEADER (Continued)**

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Part Time as Needed**

**Employee Type: Non-Instruct / Support**

**Flagler Schools Strategic Framework – Resources & Support Systems**