

## Adventure Club Program Assistant

<b>DEPARTMENT:</b>	Adventure Club	<b>REPORTS TO:</b>	Adventure Club Program Manager
<b>WORK SCHEDULE:</b>	10 months	<b>COMPENSATION:</b>	<a href="#">Support Staff Salary Schedule</a>
<b>FULL/PART TIME:</b>	Full Time	<b>FLSA STATUS:</b>	Non-Exempt

### Position Description

The Adventure Club Program Assistant supports the district by overseeing the Adventure Club program at an individual site. This includes managing and/or supervising staff, providing students and parents with support, and assisting with day-to-day operations.

<b>Task Title</b>	<b>Essential Job Functions</b>	<b>Percent of Time Spent</b>
Staff Management	<ul style="list-style-type: none"> <li>● Supervise and manage individual site and staff members.</li> <li>● Assign staff duties (placement, grouping, delegation of tasks)</li> </ul>	40%
Administrative Support	<ul style="list-style-type: none"> <li>● Assist in compiling and ensuring the accuracy of reports and records.</li> <li>● Maintain accurate attendance sheets.</li> <li>● Provide clerical support for Adventure Club Program. Answer, direct, and record telephone calls.</li> <li>● Communicate with families, teachers, and administrators at the school.</li> <li>● Assist students, staff, and community with questions and requests.</li> </ul>	40%
Educator and Student Support	<ul style="list-style-type: none"> <li>● Collaborate with educators, principals, other program assistants, and administrators to design programming, create lesson plans, and implement activities</li> <li>● Provide problem-solving support to educators</li> <li>● Coach educators on behavior corrections and intervention techniques.</li> <li>● Assist with managing student behaviors.</li> <li>● Assist pre-school teachers and program manager with tasks and preparing for full day care and summer programs.</li> </ul>	20%
Other	<ul style="list-style-type: none"> <li>● Other duties as assigned</li> </ul>	

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

### **Supervisory Responsibilities**

- **Supervisory Responsibility:** Single department
- **Supervisory Activities:** Developing or coaching, Directing, Evaluating Performance, Orienting or Onboarding, Scheduling, Training, Approving timecards or time off requests.
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact a small team or program.

## Qualifications

### Required

- **Education:** High school diploma or GED
- **Licensure:** Driver's license required to travel between job sites.
- **Previous Work-Related Experience:** 4-6 years

### Preferred

- College credits in education, management, or a related field.
- **Certificates, Certifications, or Other Training:** First Aid and CPR certification, Crisis Prevention & Intervention (CPI) training, ALICE training, Vector training

## Knowledge & Skills

### Knowledge

- **Basic:**
  - Accounting: Accounting principles, practices, and the analysis and reporting of financial data.
  - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination.
  - Human Resources: Recruitment, selection, compensation and benefits, labor relations, and HR information systems.
- **Intermediate:**
  - Administrative: Administrative and office procedures, functions, and basic office tasks.
  - Custodial/Grounds/Maintenance: Machines and tools, including their uses, repair, and maintenance.
  - Food Production: Techniques and equipment for preparing food, including storage/handling techniques.
  - 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. Stay up-to-date on required District training including first aid and CPR certifications.
  - Law/Government: Local, state, and national laws and government regulations including KSD Board of Education policy.
- **Advanced:**
  - Computers/IT: Electronic equipment, and computer hardware and software, including applications.
  - Customer and Personal Service: Principles and processes for providing customer and personal services.
  - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization. Stay up-to-date on required District training including Crisis Prevention & Intervention (CPI) training and ALICE training.

## Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Speaking, Writing, Active Learning, Active Listening, Critical Thinking, Time Management, Coordination, Instruction, Service Orientation, Social Perceptiveness, Complex Problem Solving, Judgement/Decision Making
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Reading Comprehension, Mathematics, Management of Personnel Resources,
- **Occasionally (Up to 2.5 hours or 32% of the day):** Science, Learning Strategies, Monitoring, Management of Material Resources, Negotiation, Persuasion, Systems Analysis, Troubleshooting
- **Rarely (Less than 1 hour or 12% of the day):** Management of Financial Resources, Systems Evaluation, Equipment Maintenance, Equipment Selection, Quality Control, Repairing, Technology Design

## Working Conditions

### Physical Demands

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

### Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly 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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