

Adventure Club Area Supervisor

DEPARTMENT:	KECC	REPORTS TO:	Adventure Club Program Manager
WORK SCHEDULE:	12 months	COMPENSATION:	Support Staff Salary Schedule
FULL/PART TIME:	Full Time	FLSA STATUS:	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. - Manage day to day operations of the program, including program evaluation and development - Substitute for Program Assistants as needed - Provide on-site support to Program Assistants in managing student behavior	20%
Educational Programming	- Assist the Program assistant in developing recreational and educational programming that promotes the children's growth and development. - Support Summer Program - Conduct site observations and evaluations - Organize program activities aligned with Adventure Club goals - Collaborate with Program Manager to develop and implement strategies to improve the overall program experience - Serve as a mentor and role model for Program Assistants, guiding professional development and support - Ensure all Adventure Club program activities are conducted safely and inclusively following program policies, procedures, and goals	40%
Student Support	- Conduct training sessions for new Program Assistants and staff to ensure consistency in student supports - Maintain confidentiality of students and staff. - Establish and maintain positive relationships with children, parents, staff, and all school personnel.	20%
Recordkeeping	- Observe, report, and document children's behaviors or concerns, as well as any special or unique situations. - Assist with payroll, staff attendance, and student attendance records	20%

	• Assist with Program registration • 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 Program 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:** Single department
- **Supervisory Activities:** Budgeting, Buying, Developing or coaching, Directing, Disciplining, Evaluating Performance, Hiring, Investigating, Orienting or Onboarding, Scheduling, Training, Approving timecards or time off requests
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact entire district

Qualifications

Required

- **Education and Related Work Experience:** The following combinations meet the minimum requirements:
 - Bachelor's degree in education or related field
 - Two years of college/Associate degree in education or related field and two years of work experience in childcare or education
- Driver's license required to drive between job sites
- **Previous Work-Related Experience:** Ability to frequently lift and carry up to 20 pounds.

Preferred

- Management or supervisory experience preferred.
- **Certificates, Certifications, or Other Training:** First Aid and CPR certification, Crisis Prevention & Intervention (CPI) training, ALICE training, Vector 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.
- Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
- **Advanced:**
 - Human Resources: Recruitment, selection, compensation and benefits, labor relations and HR information systems
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
 - Customer and Personal Service: Principles and processes for providing customer and personal services
- **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):** Reading Comprehension, Speaking, Writing, Active Learning, Active Listening, Critical Thinking, Management of Personnel Resources, Time Management, Coordination, Instruction, Social Perceptiveness, Service Orientation, Complex Problem Solving, Judgment and Decision Making
- **Occasionally (Up to 2.5 hours or 32% of the day):** Learning Strategies, Monitoring, Management of Material Resources, Systems Analysis, System Evaluation
- **Rarely (Less than 1 hour or 12% of the day):** Negotiation, Persuasion, Mathematics

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:

- **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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