



Afterschool Aide Program Leader Job Description

Non-exempt/Hourly | M-F, 2:45 p.m. – 8:00 p.m.

Functions: Under the direction of the Recreation Supervisor, the Program Leader is responsible for helping out with activities and games for participants in the Reading Recreation Commission's Afterschool program. The Program Leader must provide the participants with a leadership role, and be a positive role model to them. The Aide is responsible for planning, organizing and leading daily activities.

Immediate Supervisor: Responsible to the Recreation Supervisor

Qualifications: Must be a high school graduate – one year of college preferred. Must have previous experience working with elementary school-aged children. Possess basic knowledge and understanding of school aged children. Be a self-starter and perform job with little supervision. Possess the ability to communicate verbally and in writing. Possess the ability to follow written and oral directions. Must be able to handle any questions that arise with the public by answering them or by giving them the proper directions for the answer. Must be honest, in good health, accurate, have a neat appearance, and a courteous manner. Must be in good physical condition.

Duties and Responsibilities: Provide participants with the appropriate leadership during the program. Prepare the daily snack for the participants as needed. Develop and plan activities that incorporate program goals into the daily routine. Provide a warm and caring atmosphere for participants. Prepare activities that are developmentally appropriate for the age of the children.

Communicate with the parents through daily drop-off and pick-up. Maintain a safe environment for participants. Submit all written correspondence to the Recreation Supervisor for approval prior to distribution. Attend staff meetings. Maintain a positive attitude toward co-workers, supervisors, and administration of the Reading Recreation Commission. Report any problems which arise with participants, other employees, or parents to the Recreation Supervisor. Responsible for all activity and room preparations for the program as needed. Other duties as assigned

This position is classified as a Mandated Reporter. A mandated reporter is a person who, because of his or her profession or position, is legally required to report any suspicion of child abuse or neglect to the relevant authorities. These laws are in place to prevent children from being abused and to end any possible abuse or neglect at the earliest possible stage. Any reports of suspected child abuse, after being reported to authorities, are to be communicated immediately to the Recreation Supervisor. Mandated reporter training for this position is required before beginning employment.

The Reading Recreation Commission is an E/O/E.