## CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4 Champaign, Illinois

Title: Recreation Leader - Kids Plus Before & After School Program

## Qualifications:

- 1. High school diploma or equivalent
- 2. Good human relations and communication skills
- 3. Ability to be flexible to meet the needs and interests of children
- 4. Reliable transportation
- 5. Experience working with children 5-12 years of age (preferred)

Reports To: Site Manager and Program Director or designees

Supervises: Volunteers

Objective: To supervise program participants and implement quality programming for and with them Performance

## Responsibilities:

- A. Is punctual and attends work daily
- B. Closely supervises program participants at all times
- C. Completes and submits all required paperwork in a timely manner
- D. Uses appropriate discipline and guidance techniques
- E. Attends all required staff meetings and in-person trainings and completes all mandated online trainings F. Assists with the creation and implementation of activities that are age appropriate, allow for choice, enhance physical development, and encourage learning
- G. Maintains open lines of communication with Site Manager and Program administration regarding daily operation of the program H. Assists with daily attendance procedures
- I. Performs other related duties, as assigned

Terms of Employment: At-Will position, compensated at an hourly rate as approved by the Board of Education Evaluation: Performance

will be evaluated in accordance with the District's plan for evaluation of Kids Plus staff FLSA Status: Non-Exempt

Status: Created November 18, 1996

Last Revised (with title change) June 8, 2021