

**CITY OF BEXLEY  
CLASSIFICATION SPECIFICATION**

**Job Title:** Before/After Care Program Director  
**Department:** Recreation  
**Reports To:** Recreation Supervisor

**Summary:** Directs Before/After Care activities within the City by performing the following duties.

**Essential Duties and Responsibilities:**

Drive a bus that will require a CDL license for the purpose of transporting participants between Bexley City School's elementary school complexes.

Plans and directs all activities conducted in the program area.

Interviews, hires, trains, directs and supervises all personnel employed in the program area.

Organizes and attends all training sessions and other meetings as required by the Recreation Supervisor.

Evaluates program weekly

Evaluates staff mid-program and post-program.

Performs any other duties in connection with the activity as required by the Recreation Supervisor.

Assists with supervision of both staff and participants daily.

Complies with all Ohio Department of Job and Family Services (ODJFS) requirements.

Helps prepare materials for ODJFS visits.

Complies with all Before/After Care Program policies and procedures

Other duties may be assigned.

**Supervisory Responsibilities:**

All Before/After Care Counselors, Before/After Care Assistant Director and all Specialized Directors.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

High school diploma or General Education Degree (GED) and, a minimum of two years of experience in a day care field. Must be at least 18 years of age. Substitutions: The equivalent combination of relevant education, experience and training may substitute for the diploma/GED requirement.

**Language Skills:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to children, adults and other employees of the City.

**Mathematical Skills:**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Reasoning Ability:**

Ability to interpret and follow detailed but uncomplicated written or oral instructions. Ability to deal with problems involving a limited number of distinct tasks and functions in standardized situations.

**Certificates, Licenses, Registrations:**

Must have or able to a CDL Class C license with a passenger endorsement

Must have Cardiopulmonary Resuscitation (CPR)/First Aid certification

Automated External Defibrillator (AED) certification preferred.

**Other Skills and Abilities:**

Must maintain excellent attendance, and be punctual and reliable. Must also be pleasant with public, and have excellent communication skills.

Must work effectively with a team and be able to organize and perform multiple responsibilities, sometimes simultaneously, in an accurate, efficient, and responsive manner; Must be able to adapt to unexpected changes in assignments or deadlines.

**Other Qualifications:**

Must be available to work on holidays and weekends as needed.

Must be eligible and willing to work on behalf of the Bexley Rec Before/After Care Program as an aid in the Montrose Elementary School.

Must be comfortable in and around water.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel, reach with hands and arms; talk and hear. The employee is frequently required to sit. The employee is occasionally required climb or balance, stoop, kneel, crouch or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**Employee:**

The above job description accurately reflects the current duties and responsibilities assigned to my position. I have had an opportunity to provide input into the creation of this job description.

\_\_\_\_\_  
Signature

Dated: \_\_\_\_\_

**Supervisor/Department Head:**

\_\_\_\_\_  
Signature

Dated: \_\_\_\_\_