

**CITY OF BEXLEY
CLASSIFICATION SPECIFICATION**

Job Title: Before/After Care Counselor
Department: Recreation
Reports To: Before/After Care Director

Summary: Assists in conducting Before/After Care activities within the City by performing the following duties.

Essential Duties and Responsibilities:

Wears required Before/After Care Program uniform (i.e., staff shirts, tennis shoes, swimsuit, etc.)

Arrives to work no later than ten minutes to start time.

Directs, leads and organizes all program activities.

Confirms all program plans with the Director.

Attends all workshops, staff meetings and training sessions.

Makes use of printed material to broaden his/her abilities to perform stated duties.

Conducts special events with participants as prescribed by the Director.

Maintains discipline in a fair and effective manner.

Submits written lesson plans for weekly activities to the Director.

Other duties may be assigned.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

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:

Must be at least 15 years of age.

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 Cardiopulmonary Resuscitation (CPR)/First Aid certification

Automated External Defibrillator (AED) certification preferred.

Other Skills and Abilities:

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

Must work effectively with a team and 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 enjoy working with children.

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.

_____ Dated: _____
Signature

Supervisor/Department Head:

_____ Dated: _____
Signature