



We build
strong kids,
strong families,
strong communities.

JOB DESCRIPTION

TITLE: ASES After-School Recreation Program Assistant
LOCATION: Cotati-Rohnert Park School District
REPORTS TO: ASES Site Director, Amy Fitzpatrick ext. 3321
SALARY: \$9.75-\$11.00 per hour
EMPLOYMENT DATES: Program runs through the school year

GENERAL FUNCTION

Under direction of the Site Director, the After-School Recreation Program Assistant is responsible for the planning, supervision and safety of the children in grades K-5th. The After-School Recreation Assistant instructs children in various academic enrichment, arts/crafts, nutrition, physical activities and other related work as required. The Site Director is responsible for program development, delivery, administration and evaluation of the ASES After-School program, in accordance with the policies, procedures and standards established by the State of California, Cotati-Rohnert Park School District, and the Sonoma County Family YMCA.

KNOW HOW

Must have knowledge of and experience in program planning and ability to supervise children in groups of twenty. Must have knowledge of the educational, social, and emotional needs and behaviors of at-risk children. Knowledge of child development. Must have basic computer program skills. Must have ability to problem solve. Must have ability to relate to parents, school administration and teachers as needed.

JOB REQUIREMENTS

1. Minimum education requirement is 48 units towards a degree in education, psychology, child development, or related field.
2. Minimum of 1-2 years experience working in the field of education, at-risk youth, or school age childcare.
3. Can demonstrate through local assessment knowledge of and the ability to assist in instructing, reading, writing, and mathematics; or knowledge of and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.
4. Current CPR and First Aid certificates at time of employment.
5. Must attend all mandatory training sessions, including but not limited to Child Abuse Awareness, Customer Service Skills, New Employee Orientation, Listen First Workshops I&II.
6. Participate in community activities to represent the YMCA/ASES programs as needed/requested.

KEY RESULT AREAS

1. Works with children individually or in small groups tutoring, reinforcing and/or following-up on classroom instruction in one or more of the following core content subject areas: language, arts, mathematics, history and social science, science, and computer training.
2. Assists in the instruction and supervision of children during classroom activities, breaks, and snack times.
3. Prepares classroom materials and operates instructional equipment.
4. Corrects student work, pre/post testing, and maintains accurate records of progress toward individual learning plan goals.
5. Attend training sessions and staff meetings as scheduled.
6. Provide for health and safety of children and staff, know emergency procedures and school procedures.
7. Be willing to be flexible, understanding, and sensitive to the needs of people and promote positive relationship between children, parents, and the school.
8. Responsible for care and maintenance of equipment and site.
9. Maintain regular open communication with immediate supervisor, parents and school administration.
10. Ensure policies and procedures regarding daily student attendance, early release, etc. are followed by families in the program.

OTHER SKILLS AND ABILITIES:

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 essential functions.

Sonoma County Family YMCA

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