

ACTIVITY LEADER

GENERAL STATEMENT OF DUTIES: Designs and implements a full range activity program within a specialized enrichment program for a pre-school or kindergarten/after school program; does related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Early Literacy Coordinator or the Enrichment Center Director or other school district official, an incumbent of this class is responsible for the design and conduct of activity programs within the specific school district program center. The incumbent develops activities which are age appropriate, which include such things as arts & crafts, dramatics, sports, assistance with computer access, storytelling, etc.

EXAMPLES OF WORK: (Illustrative Only)

Selects and implements a variety of activities for program center participants;

Encourages children to participate in activity selections;

Motivates children to explore new interests; develops and nurtures positive group interaction;

Accepts responsibility for program attendance;

Accepts and responds to taped telephone messages from parents;

Attends scheduled staff meetings and parent orientations;

Provides director with list of supplies, equipment, and snacks needed.

Keeps director informed of all relevant information pertaining to program and enrollees.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of program activities (i.e.: arts & crafts, music, games, sports) for children; skill in instructing children in techniques of specialty or craft; ability to work well with children; ability to create a warm and enriching environment for children; dependability; creativity; resourcefulness; flexibility; tact; good judgment; physical condition commensurate with the duties of the position.

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MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and one year of experience working with children within an educational, recreational or social service setting, or an equivalent amount of experience and training sufficient to indicate ability to perform the work.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Yorktown #2, Ossining #1, Mamaroneck #1

J.C.: Non-Competitive

Job Class Code: S277