

ASSISTANT DIRECTOR - WE WELCOME KIDS
(RYE #5)

GENERAL STATEMENT OF DUTIES: Designs and implements a full range of activities within the We Welcome Kids after-school program; does related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director, an incumbent of this class is responsible for developing and conducting activity programs for children participating in the We Welcome Kids after-school program. Activities include arts & crafts, games, sports. The Assistant Director works closely with the Director of the program and the Activity Aides who assist in the conduct of the activities provided for the children.

EXAMPLES OF WORK: (Illustrative Only)

Selects and implements a variety of activities for the We Welcome Kids after-school participants;

Encourages children to participate in activity selections;

Participates in the daily activities with the children;

Accepts responsibility for the daily attendance;

Participates in setting up for afternoon snacks;

Provides Director with list of supplies, equipment and snacks needed for program participants;

Keeps Director informed of all relevant information pertaining to ongoing program activities.

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

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience working with children within an educational, recreational or social service setting.

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.