

PROGRAM AIDE
(CREATIVE LEARNING CENTER)

GENERAL STATEMENT OF DUTIES: Assists with the activities of the Creative Learning Center after school enrichment program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the immediate supervision of the Program Leader, an incumbent of this class is responsible for performing routine tasks in an after school Creative Learning Center program. Interaction with program participants (children enrolled in grades K-6) may be on an individual or small group basis. Incumbents are typically high school or college students who may also act as mentors or role models for children participating in the program. An adult Program Aide may be employed at a site to act as a back up to the Program Leader in his/her absence.

EXAMPLES OF WORK: (Illustrative Only)

Assists children with homework assignments and/or ensures that homework assignments are completed;

Sets up arts and crafts materials and/or assists children with arts and crafts activities;

Assists in maintaining order and discipline during the conduct of program activities;

Assists in the conduct of games and other program activities;

Escorts children to/from restrooms;

Assists children with coats, gloves and boots, as needed;

Acts as chaperone on field trips;

Assists in serving after school snacks;

Straightens up activity site at the conclusion of the program;

May conduct or lead an activity (i.e., arts and craft project, game, sport, science experiment, drawing);

Adults may, in the absence of the Program Leader, assume responsibility for the conduct of the day's activities.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Some knowledge of program activities (i.e., arts and crafts, music, science, games) for children; ability to interact, positively, and develop a good rapport with children; good judgement; resourcefulness; patience; tact; flexibility; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: None.

SPECIAL NOTE: Employment is typically limited to students above the sophomore year in high school.