**ARIZONA RECREATION CENTER FOR THE HANDICAPPED**

**(ARCH)**

**JOB DESCRIPTION**

**JOB TITLE:** After School Leader

**RESPONSIBLE TO:**  After School Coordinator

**MAJOR RESPONSIBILITY:**  To assist the After School Coordinator in the implementation of all After School activities.

**SPECIFIC DUTIES:**

1. Assist Coordinator in the planning, implementation and evaluation of daily After School programs.

2. Assist Coordinator in maintaining complete program plans and attendance sheets to be submitted monthly to the Program Director.

3. Assist in developing transportation schedules and routes and purchasing supplies.

4. Responsible for reviewing all clients information (ISP's) during staff training and orientation prior to children beginning the program.

5. Assist in development of comprehensive After School program in accordance with client profiles.

6. Complete daily progress reports.

7. Attend regularly scheduled staff meetings.

8. Assist the After School Coordinator whenever and wherever needed.

**HOURS OF WORK:** 20-30 hours per week during the school year.

**QUALIFICATIONS:**

Knowledge of education/recreation for handicapped individuals; certification in First Aid, CPR, and Article 9; working knowledge of safety precautions used in education/recreation work; knowledge of a variety of activities, ability to implement directions given by the After School Coordinator and the ability to work directly with other After School staff and volunteers.

1. Experience in working with special populations.

2. Completion of 30 hours of course work at a college or university of recognized standing.

3. Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Revised: 8/2018