

JOB TITLE: Activity Leader

OPENING DATE: July 30, 2010

CLOSING DATE: Open Until Filled

(Screening Will Begin Immediately)

SALARY: \$10.50 - \$11.15/hr + Pro-Rated Benefits

STATUS: Part-Time, M-F, 1:45 - 6:00 p.m.

EMPLOYMENT PERIOD: 08/24/10 – 06/17/11

TO APPLY: Obtain applications from the Portland Jewish Academy, 6651 SW Capitol Highway, Portland, OR 97219, 503-244-0111, or at our website: www.portlandjewishacademy.org (select "About Us," then select "Employment"). A signed, completed application and a cover letter are required; submission of a resume is optional and does not replace the application form. You must include in your cover letter your registration number in the Oregon Central Background Registry. Current, active enrollment is required. Also in your cover letter you must answer the following question. (No more than one page, total.)

Please describe your experience working with school-age children in a licensed or comparable childcare program.

Please return your application materials to the attention of the PJA Human Resources Office at the address noted above. Portland Jewish Academy is an Equal Opportunity Employer

INTRODUCTION: The Afterschool Activity Leader is responsible for the direct care and supervision of youth in PJA Afterschool programs. These positions are in state-certified K-6 programs located at several locations in the Portland Metro Area.

QUALIFICATIONS: Any combination of experience and training that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:

- High School Diploma or GED; AND
- One year of qualifying experience in a comparable youth program (NOTE: Experience in babysitting, nanny, and summer camp counselor positions does not qualify.); AND/OR
- Step 8 in the Oregon Registry of Professional Development; AND
- Current First Aid, CPR and Food Handler's certifications; AND
- Obtain Recognizing & Reporting Child Abuse & Neglect Training; AND
- Maintain enrollment in the Oregon Central Background Registry.

Knowledge: Knowledge of youth development; knowledge of developmentally-appropriate behavior management techniques; knowledge of age-appropriate activities; knowledge of safe food handling and proper first aid.

Ability: Ability to communicate effectively with youth at their individual developmental levels; ability to effectively execute age-appropriate activities as assigned; ability to organize and execute work independently; ability to supervise and manage groups of varying sizes; ability to meet and deal courteously and effectively with other employees, parents, and the public; ability to remain calm and use good judgment during confrontational or high-pressure situations that may arise; ability to support the PJA and its leadership; ability to work assigned schedules.

PHYSICAL REQUIREMENTS OF THE POSITION: Work is performed in an environment that is quite noisy and busy, and may include exposure to biological and environmental conditions including body fluids and waste, germs, and childhood illnesses. Physical requirements may include lifting children or heavy items (up to 50 pounds unassisted), bending, stooping, reaching, standing, climbing and walking. Work requires vision and hearing within normal ranges.

TYPICAL EXAMPLES OF WORK: (These examples represent the essential functions of the position. They are not, however, inclusive of all the duties the position may perform.)

1. Plan and lead assigned enrichment activities; monitor youth to ensure safe participation. Assist in leading groups as assigned; monitor afterschool spaces. Set up, supervise, and clean all afterschool spaces and activity areas. Submit timesheet to Site Supervisor.
2. Monitor daily attendance and tracking systems; inform Head Activity Leader/Site Supervisor of all participant absences; conduct intermittent headcounts throughout assigned shift. Monitor transitions from activity to activity; assure that participants are where they need to be.
3. Prepare and serve snack in accordance with proper licensing & hygiene standards; maintain a current food handler's permit. Maintain cleanliness of all areas used by program. Maintain current child first aid/CPR certifications. Maintain first-aid kit supplies.
4. Observe and evaluate children over the course of the shift; model appropriate problem solving behavior; implement disciplinary and safety measures as necessary. Ensure the general safety of all participants; respond appropriately to incidents and injuries and provide first aid if necessary. Keep parents informed of daily issues and progress; maintain confidentiality. Check and respond to daily program communications.
5. Maintain records as assigned. Compile and submit required written reports on time. Attend and participate in required trainings and meetings; participate in special programs as required.

SUPERVISION RECEIVED: This position works under the direct supervision of the Site Supervisor and under the general supervision of the Director of Before and Afterschool Programs.

SUPERVISION EXERCISED: Supervision is not a normal responsibility of this class.

FLSA STATUS: Non-Exempt

ELIGIBILITY: Under the provisions of the Immigration Reform and Control Act of 1986, PJA requires any person hired or rehired to provide evidence of identity and eligibility for employment on the date of hire.

Our mission is to ensure an academically excellent environment in which children thrive. Portland Jewish Academy nurtures and inspires positive Jewish engagement, respect for human and religious differences, and responsibility for the world in which we live.

THE PJA IS AN EQUAL OPPORTUNITY EMPLOYER