

Ken-Caryl Ranch Metropolitan District
Job Description

Title: Before and After School Instructor
Date of Update: July 15, 2022
Status: Non-Exempt
Classification: Regular Part-Time or Variable Part-Time
Department: Youth Programs
Reports to: Recreation Supervisor

This Job Description outlines the basic requirements, duties, and general responsibilities of the position of Before and After School Instructor. Unless modified by a written Employment Agreement, this position is “at-will,” which means the Ken-Caryl Ranch Metropolitan District (“District”) may terminate the employment relationship at any time and for no reason, subject only to the requirements of federal and state law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

The headings in this job description are for reference only and shall not affect its interpretation. Unless expressly defined in this job description, all terms have the same meaning as defined in the Employee Handbook.

Job Summary:

Under the direction of the Recreation Supervisor and leadership of Recreation Coordinator, the Before and After School Instructor facilitates the school-age Before and After Care (B&A) program as well as our school-age Holiday Break Camps, full days and testing days. The instructor leads and implements enriching activities for groups of K-6th grade students.

Essential Functions:

The following duties are an overview of the primary duties and responsibilities of the Before and After School Instructor and should not be considered an all-inclusive list.

- A. Develops, collaborates, and implements programs in collaboration with the other instructors for Kindergarten to 6th grade students that are fun, engaging, and hands-on in both indoor and outdoor settings including small and large group games, hikes, and crafts.
- B. Maintains a safe environment for program participants and ensures that proper safety precautions are being followed during program, field trips, and all excursions.
- C. Communicates effectively, professionally, and regularly with the supervisor, teammates, and families through verbal and written communication.
- D. Transports students utilizing a District 14-passenger bus.
- E. Cultivates an inviting and nurturing environment for every child.
- F. Attends staff meetings, trainings, and other applicable activities and meets all deadlines; keeps up to date with all required certifications.
- G. Follows the District’s philosophy of behavior management which includes positive reinforcement and redirection.
- H. Consistently promotes a positive, professional image of the District and provides excellent customer service at all times.

Required Experience:

1. Must be program leader certified (State Licensing Requirements) which requires the program leader to be at least 18 years of age, demonstrate ability to work with children, and must meet the following qualifications:
 - a. Complete the Department-approved course in injury prevention;
 - b. Complete the Department-approved course in playground safety for School-Aged Child Care Centers. This requirement does not apply to day camps that do not regularly use a playground.; and
 - c. Must have at least three (3) months (460 hours) of full-time or equivalent part-time

satisfactory and verifiable experience with school-age children.

2. A minimum of two years of experience in working with school-age children, *or* any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for excellent job performance and meets the licensing requirement listed above.

Knowledge, Skills, and Abilities:

1. Knowledge, understanding, and application of positive classroom management techniques.
2. Be highly organized, punctual, flexible, and demonstrate compassion and patience.
3. Flexible and positive in an intense and dynamic work environment; utilizes creative problem solving within an intense, dynamic, and sometimes challenging environment; ability to make quick, rational decisions in situations affecting the safety and wellbeing of program participants and possess the ability to carry out such decisions.
4. Effective and clear written and oral communicator with a variety of audiences including staff, parents, and supervisors.
5. Ability to work a schedule that includes mainly Monday-Friday and minimal evenings and weekends.
6. Ability to read, write, speak and understand the English language at a level adequate to perform the job.
7. Able to drive a 14 passenger mini bus and other applicable vehicles.
8. Understands the general philosophy of public recreation agencies and adheres to the organization's mission.
9. Ability to occasionally support other recreation programming including special events.
10. Develop and maintain relationships with District employees, volunteers, the community, public agencies, and the private sector.

Special Requirements:

1. Possess, or ability to obtain, valid First Aid and CPR certifications upon hire as well as all applicable licensing requirements and certifications.
2. Medication administration certification, or ability to acquire certification within 30 days of hire date.
3. Possess or ability to obtain a valid Colorado driver's license, an acceptable driving record, and be insurable by the District's carrier.
4. Be proficient in Microsoft Office Suite and OneDrive or ability to learn.

Work and Physical Requirements:

This position requires work in a variety of locations and conditions, including the outdoors, classrooms, gymnasiums, offices, and various venues around the Denver metro area. Some of the work is outside and requires physical labor.

FIELD ENVIRONMENT:

Working Environment

1. Moderate physical activity will be required frequently.
2. Work will be required **indoors and** outdoors in all weather conditions.
3. Work may be required under hazardous and adverse conditions, including, but not limited to, slippery and uneven surfaces and proximity to moving mechanical equipment.
4. Use of sensory activities, such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision will be required frequently.
5. Work will involve periods of high physical, mental and/or emotional stress.

Physical Requirements

1. Have ability to lift items in excess of 50 pounds occasionally and up to 20 pounds frequently.
2. Have ability to stand, walk, sit, kneel, stoop, bend, lift, squat, push, pull, crawl, jump, slide, climb, pinch, grip, reach overhead, reach away from body, and perform repetitive motions.