

OAK LAWN PARK DISTRICT JOB DESCRIPTION

FLASH Leader

FLASH is Oak Lawn Park District's Before & After School Program, operating in School Districts 122 and 123 with children in the program ranging from the grades of Kindergarten-8th Grade. The FLASH Leader is a seasonal position (Mid-August to Mid-June) working directly under the supervision of the FLASH Manager. This staff member is responsible for assisting with the daily operations at their assigned FLASH school/site, as well as assisting the FLASH Site Coordinator with various tasks for the program.

QUALIFICATIONS

- Must be at least 16 years of age.
- Experience working with children ages 5-13 preferred.
- Ability to effectively supervise and participate in activities with participants.
- Ability to be creative in delivery of recreation activities.
- Understand and exhibit behaviors consistent with stated values of the Oak Lawn Park District.
- Upbeat and energetic attitude day in and day out.
- Ability to work both independently, as well as in a team/group setting.
- Quick thinking skills, as well as patience when needed.

IMMEDIATE SUPERVISOR: FLASH Manager

DUTIES AND RESPONSIBILITIES: ESSENTIAL FUNCTIONS

- Work program hours in some combination of before and after school ranging from 7:00am – 8:45am and 3:15pm – 6:30pm, Monday – Friday. Also, occasional half days of school, days off of school, and field trips as needed.
- Act in a professional, responsible, and respectful manner at all times around children, parents/guardians, school staff, and co-workers.
- Significant involvement in leading activities and interacting with children in the FLASH program; keep participants engaged and having fun during program hours.
- Communicate with participants, their parents/guardians, co-workers, and FLASH Manager as needed.
- Be aware of surroundings to provide the safest environment possible for participants; ensure the safety of participants at all times.
- Maintain and keep up to date with the trainings of CPR/AED & First Aid, Mandated Reporter, Sexual Harassment, and any other trainings assigned before and during employment.
- Adhere to rules and policies of the Oak Lawn Park District, School District 122 & 123, and the FLASH program, as well as enforce the rules with participants.
- Must be on-time for scheduled shifts and in FLASH work attire.
- Must attend general staff orientation prior to the start of FLASH.

- Must attend staff meetings when they occur.
- Must complete Mid-Year and End-of-the-Year staff evaluations.
- Flexibility to work at multiple sites/schools as needed.
- Utilize software such as BambooHR, When2Work, and GroupME.
- Assist FLASH Site Coordinator as needed and requested with various tasks so site runs effectively and efficiently.
- Perform First Aid and CPR as needed.
- Other duties as assigned.

PHYSICAL CONSIDERATIONS

While performing the duties of this job, the employee is regularly required to speak and listen. The employee frequently is required to stand, walk, and use hands to finger, handle or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include vision, distance vision, color vision, peripheral perception, depth perception, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities of this job.

ENVIRONMENTAL CONSIDERATIONS

May be required to work during various weather conditions, from winter cold to summer heat.

COGNITIVE CONSIDERATIONS

Must have the ability to read, write, and organize materials. Also, must have good problem solving and communication skills. Must be able to supervise others and have good safety awareness.

I understand my job description as explained above.

Signature

Date