



## EMPLOYEE JOB DESCRIPTION

<b>JOB TITLE:</b>	Enrichment Counselor
<b>DEPARTMENT:</b>	Education
<b>CLASSIFICATION:</b> Exempt /Nonexempt	Nonexempt
<b>REPORTS TO:</b>	Enrichment Program Coordinator
<b>SUPERVISORY RESPONSIBILITY:</b>	
<b>POSITION TYPE AND EXPECTED HOURS OF WORK</b> full time or part time typical work hours and shifts days of week overtime expectations	Part Time (Academic School Year), Full Time (Spring, Summer, and Winter camps) Work Hours: Varies Days of Week: Monday - Friday Over time expected from time to time
<b>REVIEWED/REVISED DATE:</b>	July 2019

<b>REQUIRED EDUCATION:</b>
Minimum of a High school diploma or G.E.D. Preferred an Associate's or Bachelor's Degree in Early Education, Education or Related field.

<b>REQUIRED LICENSE:</b>

<b>REQUIRED CERTIFICATIONS:</b>
Minimum of 45 DCF child care hours completed. Preferred a National CDA. CPR/First Aid for Infant through Adult.

<b>REQUIRED WORK EXPERIENCE (YEARS):</b>
One or more years of experience working in a school or program with preschool and/or elementary age children.

<b>REQUIRED QUALIFICATIONS:</b>
Demonstrate knowledge and understanding of educational "Best Practices" in federal and/or state standards, and content-specific subject matter. Provide a warm, nurturing, safe and loving environment where self-concepts are enhanced, independence encouraged, and individuality respected. Computer skills as required for the position.

<b>JOB SUMMARY/PURPOSE (1325 Character Max):</b>
To provide quality care by engaging children in developmentally appropriate out-of-school enrichment activities in a safe, positive environment. Plans and facilitates lessons and activities in out-of-school enrichment programs including after care, spring break camp, summer camp, and winter break camp. Attends all field trips as planned.

### **ESSENTIAL JOB FUNCTIONS**

Essential job functions are the fundamental job duties of the position. A job function may be considered essential because the reason the position exists is to perform that function, there are a limited number of employee available among whom the performance of that job description can be distributed, and/or the function may be highly specialized. Evidence of whether a particular function is essential includes, but is not limited to, the amount of time spent on the job performing the function and the consequences of not requiring the incumbent to perform the function.

<b>ESSENTIAL JOB FUNCTION (1):</b>
Provides nurturing and assistance to children in all out-of-school enrichment programs to ensure an enriching, safe, and clean environment.
<b>ESSENTIAL JOB FUNCTION (2):</b>
Assists in the preparation and implementation of a developmentally appropriate lessons and activities. Prepares materials and displays to ensure appropriate learning support materials are available at all times. Monitors and creates activities to provide children with an enriching learning experience.
<b>ESSENTIAL JOB FUNCTION (3):</b>
Supervises children during arrival, dismissal, play time and lunch to ensure children are safe and accounted at all times.
<b>ESSENTIAL JOB FUNCTION (4):</b>
Assists in the implementation of behavioral management strategies for individual/group settings to ensure safety of all children and staff.
<b>ESSENTIAL JOB FUNCTION (5):</b>
Communicates with parents, coordinators and other primary caregivers to ensure a positive, participating environment. Performs other duties as assigned. Fulfills work obligations including promptness to meeting and other events.

### **MARGINAL JOB FUNCTIONS**

These are non-essential job functions.

<b>MARGINAL JOB FUNCTION (1):</b>
Special projects as assigned. Provides covers in other classrooms as needed. Attends and completes designated in-service trainings including State mandated children care training in the first year of hire. Complete yearly in-service hours mandated by the State of Florida.

### **ADA CRITERIA**

<b>PHYSICAL REQUIREMENTS</b>	<b>DESCRIPTIONS</b>	<b>FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME</b>	<b>HOURS/DURATION AT A TIME</b>	<b>DISTANCE</b>	<b>WEIGHT</b>
Standing	Remaining on one's feet in an upright position at a work station without moving about.	F	2	N/A	N/A
Sitting	Remaining in a seated position.	F	2	N/A	N/A

Walking	To move about on foot or traverse work area.	F	3	N/A	N/A
Pushing/Pulling	May include office drawers, carts.	O	N/A	25 feet	25 pounds
Lifting	Raising or lowering an object from one level to another.	O	N/A	25 feet	25 pound
Carrying	Transporting an object, usually holding it in the hands or arms, or on shoulder.	F	N/A	25 feet	25 pounds

<b>PHYSICAL REQUIREMENTS</b>	<b>DESCRIPTIONS</b>	<b>FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME</b>
Squatting	To sit in a low or crouching position with the legs drawn up closely beneath or in front of the body; sit on one's haunches or heels.	O
Kneeling	To bear weight on one or both knees.	O
Crawling	To move freely on hands and knees.	O
Bending/Stooping	To bend the head and shoulder, or the body, forwards and downward from an erect position. May also include side or backward bending of the spine.	O
Climb Stair	To go up or ascend, by using the hands and feet or feet only.	O
Climb ladder	To go up or ascend, by using the hands and feet or feet only.	O
Driving	Operate a motorized vehicle.	O
Reaching Overhead	To touch or grasp by extending a part of the body such as a hand).	O
Hand: Grasping	To seize and hold one or more objects in one's hand(s). To work with the hands in placing/turning motions.	C
Hand/Finger: Fine Manipulation	To manipulate small objects rapidly and/or accurately.	C
Hearing	Ability to distinguish between different tones in person and through electronic devices, and understand meaning of words associated with them. To comprehend language.	C

Speaking/Talking	Ability to express or communicated by voice words and ideas to others.	C
Communication	Ability to understand meanings or words and to use words effectively in order to clearly present information or ideas.	C
Vision	Ability to perceive or comprehend through sense of sight, including the ability to read words and recognize symbols.	C
Color Vision	Ability to perceive or comprehend colors through the sense of sight and distinguish between colors.	C

**WORK ENVIRONMENT AND TRAVEL** - work environment; temperature, noise level, inside or outside, or other factors that will affect the person's working conditions while performing the job; along with the percentage of travel time expected for the position.

ENVIROMENTAL CONTITIONS: Job requires exposure to the following:	FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME
Blood and/or fluids	O
Latex	O
Extreme noise (interferes with normal conversation)	O
Wet or humid conditions (non-weather)	O
Extreme heat (non-weather)	O
Extreme cold (non-weather)	O
Hazardous waste	O
Fumes or airborne particles	O
Toxic or caustic chemicals	O
Risk of radiation	O
Risk of electrical shock	O
Work near moving mechanical parts	O
Vibration	O
Work in high, precarious places	O
Grease or oil	O
Outdoor weather conditions	O

**EEO**

**STATEMENT**

Jack & Jill Children's Center is an equal opportunity employer. All employment activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants, candidates and/or employees without regard to race, color, religion, creed, gender, gender expression, age, national origin, sexual orientation/preference, marital status, pregnancy, disability, veteran's status, or any other characteristic protected by law. In addition to federal law requirements, Jack and Jill complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.



**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This job description has been approved by all levels of management:

Manager/Director \_\_\_\_\_ HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_