



JOB DESCRIPTION

Written by: Tim Erlandson
Date: December 17, 2018

TITLE: Program Aide General / After School Program (SK2)

DEPARTMENT: Worship and Arts

REPORTS TO: Program Manager

SUPERVISES: N/A

STATUS: Non-Exempt

SCHEDULE: Part Time – Seasonal during Dayton Public School Year
Monday – Friday 2:00 – 6:00 PM (20 hours per week)
2019 Dates

SKS Winter/Spring Program		
Closed	Jan. 21	MLK Day!
Start Date	Jan. 22	
Break	March 25-29	Spring Break
Restart	April. - 1	
Closed	April. - 19	Good Friday
End	May. - 3	

FUNCTION: SK2 Aides will fill a variety of program needs with the After School Program. The nature of the task and Responsibilities will change to some degree based upon the program they are assisting in; but their character and attitude must always promote the Christian faith and be in keeping with the mission of The Salvation Army.

DUTIES:

- Display good character through words and actions.
- Have a great attitude and a willingness to assist wherever needed.
- Use excellent communication skills to work positively with different staff members/church members/ students/ and all Kroc guests.
- Demonstrate an ability to interact well with children of all ages.
- Must possess the ability to be flexible and adapt to changes in schedule and/or duties.
- Must attend ALL trainings and meetings.
- Ensure that a safe and healthy environment exists for participants

RESPONSIBILITIES:

- Checking children in as they arrive
- Signing children out to their parents/guardians each night following all policies
- Assist with different program/elective blocks each day
- Ensuring that the banquet hall is prepped for students' arrival daily. This includes bringing the appropriate snacks and supplies into the designated areas.
- Cleanup the Banquet Hall/Theater each evening before leaving
- Provide supervision of the students during dinner time
- Monitor all activities in the Theater and Banquet Halls as directed.
- Keep accurate statistics each day
- Answer general questions for parents/children

MINIMUM QUALIFICATIONS:

1. 1-3 years of experience in children or youth work
2. Must be able to work in a team environment, take the lead when needed, and follow the direction of The Salvation Army Officers and management team.
3. Must be safety conscious
4. Must be able to read, write and communicate clearly, in English
5. Must have the ability to work and relate well with individuals with varying needs
6. Must be able to handle difficult situations/confrontations in a professional manner
7. Must possess an understanding of and appreciation for the Mission of The Salvation Army
8. Must enjoy working with children.

COMMUNICATES WITH:

Internal

Kroc Center Administrators
Program Manager
Department Heads

External

Community Agencies
Prospective Members
Parents of Children and Youth

WORKING CONDITIONS:

During an average workday, the jobholder will sit 50% and stand/walk 50%.

Legend:	N	Not at All (Zero Hours)
	V	Very Little (Zero to one (1) hour)
	O	Occasionally (One (1) to two (2) hours)
	F	Frequently (Three (3) to four (4) hours)
	R	Repetitively (Five (5) to six (6) hours)
	C	Continuously (Seven (7) or more hours)

Body Movements:

O- Bend/Stoop
O- Squat
O- Climb
O- Reach
O- Crouch
V- Kneel

Weight Lifted:

O - Up to 10 lbs.
O - 11 to 35 lbs.
V - 36 to 75 lbs.
V - 76 or more lbs.

Weight Carried:

O - Up to 10 lbs.
O - 11 to 35 lbs.
V - 35 to 75 lbs.
V - 76 or more lbs.

V- Balance
O- Push/Pull

Hand Movements:

Environmental:

Exposure:

O - Light grasping
O - Firm grasping
V - Pinching
V - Vibration
N - Torque
N - Extended Weight

V - Working on heights
V - Work on uneven ground
N - Work near moving equipment

V - Physical (noise, temperature, dust, etc.)
N - Chemical (cleaning solvents, fresh paint, etc.)
V - Radiation (microwave in lunchroom, etc.)
V – Extreme Heat and Cold
N – Biological (body fluids)

General Statement: The above is general in nature and is not intended to be exhaustive.

Area of Special Concern: This position requires a love of children and the ability to adapt quickly to change.

ACKNOWLEDGMENT OF RELIGIOUS PURPOSES OF THE SALVATION ARMY:

The employee acknowledges that he/she has been informed and understands The Salvation Army's religious purpose and status as a church. The employee agrees that he/she shall do nothing in his/her relationship with The Salvation Army as an employee to undermine its religious mission. The employee agrees and understands that his/her work-related conduct must not conflict with, interfere with, or undermine such religious programs or The Salvation Army's religious purposes.

THE SALVATION ARMY MISSION STATEMENT:

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

This job description is subject to change as programs evolve.

ACKNOWLEDGMENT: I have read, understand and have received a copy of this job description.

Employee Name

Employee Signature

Date