



JOB DESCRIPTION

Adventure Club Liaison Supervisor

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The Adventure Club Liaison Supervisor, under the direct supervision of the Adult and Community Education Coordinator, oversees the Adventure Club Program and maintains a reliable, well functioning after school childcare program.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- One to two years experience as an instructor, trainer, or education program coordinator

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Ability to demonstrate competency in secretarial tasks
- Ability to work in a positive manner with students, staff, employees, and the general public
- Ability to learn and adapt to program changes
- Ability to organize and coordinate district wide program
- Ability to interpret information and data
- Strong organizational, communication, and interpersonal skills

DUTIES AND RESPONSIBILITIES:

1. Coordinates the preparation of accurate correspondence and related papers.
2. Makes routine decisions in accordance with established priorities and policies of the Adventure Clubs.
3. Maintains the general office files, makes routine decisions concerning eligible student enrollments and withdrawals from the program.
4. Assists personnel with preparation of data for computer processing
5. Maintains weekly site visits. Insures a nutritional snack program is in place at all times.
6. Maintains a record of all students attending Adventure Clubs and payments made for end of the year tax deductions.
7. Verifies all time sheets and turns them into the secretary in a timely manner.
8. Maintains inventory and submits orders to be placed for all supplies and materials needs to the secretary.
9. Operates business machines including copiers, typewriters, computers, calculators, and fax machine.
10. Types and reproduces the Adventure Club Employee Handbook and Adventure Club Program Handbook.
11. Maintains up-to-date staff and student handbooks.
12. Handles all incoming calls from Adventure Club campuses.
13. Processes and keeps records of all student entries and withdrawals.
14. Maintains accurate permanent records on each student in the Adventure Club.
15. Prepares and types all payment information and submits to parents upon request.
16. Posts all payments into computer weekly.
17. Retains an accurate and organized record of attendance to be kept for audit purposes.
18. Facilitates staff orientation sessions as needed.
19. Supervises students in the temporary absence of the staff.

20. Supervises and oversees new ideas to increase the program and student retention.
21. Complies with policies established by federal and state law, State Board of Education rules, and the local Board policy.
22. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to read, concentrate, communicate (verbally and written), interpret, reason, understand verbal instructions, coordinate, compile, compute, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight (15-44 pounds); work with frequent interruptions, balance, stoop, kneel, push, pull, reach, perform repetitive hand motions, may work irregular hours.

SUPERVISORY RESPONSIBILITIES:

Monitors and directs the work of all Adventure Club supervisors and aides.

EQUIPMENT USED:

Basic Office equipment

Paraprofessional Pay Grade: 5

Days: 226

Wage/Hour Status: Nonexempt

Updated: January 28, 2010

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.