

WonderKids Afterschool and Summer Enrichment Program Activity Lead Staff

About this Program

WonderKids Afterschool is a program that works with schools and community members to help children achieve emotional resilience and engage their own imaginations. The WonderKids Afterschool Program gives youth space to be children, to explore, and to be curious as they move into their futures as happy, healthy, kind humans.

The Activity Lead Staff will collaborate with the WonderKids Site Coordinators to ensure all children in the program are successful.

Responsibilities

- Ensure the site is prepared for daily activities
- Ensure support staff understand and are prepared to help deliver the enrichment activities
- Provide child supervision and program oversight that aligns with the WonderKids principles and values

Duties:

- Receiving instruction for enrichment from the Management Team, and planning for delivery of that content at their site. This includes activity set up, transitions, and logistics
- Supervision of children for safety during the program, including frequent counting and check-ins, and leading the support staff when supervision requires action
- By following the activity lessons provided, leading the children in the activity. Some activities are delivered by the Enrichment Coordinator or a guest artist, in which case, the Activity Leader is responsible for supporting those leaders and demonstrating what active engagement looks like for the kids, and helping them pay attention and participate
- Helping the children understand activities, be kind to each other, and manage themselves to be able to enjoy the program
- Assisting with and supporting other staff members with restorative discipline. Contact the Behavior Coordinator if this first level of restorative discipline doesn't work.
- Assisting with homework tasks
- Checking email regularly during non-work hours for communication about programming
- Contacting Site Admin Coordinator ASAP if you are sick or an emergency comes up and you can't be at your scheduled time for the program
- Participating in and/or completing staff reflection sheets to capture information about the successes and challenges of the program and effectiveness on the students
- Participating in the improvement of the program via feedback, check-ins, and active problem solving
- Other duties as assigned

Qualifications:

- Minimum of 3 years experience working with groups of children
- Minimum of 2 years in a leadership role
- Excellent organizational and communication skills
- Able to clearly delegate tasks
- Able to work independently
- Able to execute a vision
- Able to follow instruction
- Strong ability to meet deadlines and predetermined arrival times
- Reliable transportation
- Attention to detail
- Must pass the OSSU fingerprinting and background check process

Estimated Hours Per Week:

Summer enrichment: up to 35 hours per week, based on a five day week

Afterschool: up to 16 hours per week, based on a four day week

Note: that if the program is closed due to weather or other related incident then those hours may not be made up.

Job Requirements:

Employees working with children will comply with Orleans Southwest Supervisory Union background checks, complete the mandatory WonderKids training, and must sign a contract that describes job requirements. Employees must comply with Rural Arts Collaborative policies.

Must be able to:

- Lift program totes up to 30 lbs
- Must be able to perform extensive standing and walking for 3 hours at a time
- Carry heavier loads up to 50 lbs longer distances (from a classroom or storage area to a car in the parking lot or out to the athletic fields)
- Must be able to set up pop up tents, folding tables, and move folding chairs and other outdoor classroom equipment
- Must be able to bend, stoop, and reach materials
- Must be able to play with children outdoors, hike, and remain physically active for 3 hours at a time in all weather conditions

Position type: Grant funded, temporary

Reporting

WonderKids is operated as a program of Rural Arts Collaborative. The staffing structure is designed to enable staff to be as present as possible for the participants at all times. As a cohort, we support each other, collaborate with each other, and we all contribute to the wellbeing and development of both the students and the program itself. Within this structure, we have identified four levels of responsibility for the preparation and effectiveness of the program:

Title	Level of responsibility	Responsibility Tier	Area of responsibility	Reports to
Director	Highest	1	Admin and Systems	Board of Directors
Managers	High	2	Admin, Behavior, Enrichment, Safety, or Bookkeeping	Director
Coordinator	Medium-high	3	Admin, Behavior, or Enrichment	Managers
Activity Lead	Medium	4	Daily program delivery	Coordinators
Activity Support	Low	5	Enhancement of daily program delivery	Coordinators
Volunteer or Guest	Low	6	Support or specialty job	Coordinators

The Activity Leader reports directly to the Administrative Site Coordinator. The Admin Site Coordinator will help troubleshoot, organize, and care for the quality and safety of the program. The Activity Leader is also expected to collaborate with the Enrichment Site Coordinator, the Behavioral Site Coordinator, and to work with and instruct the Activity Support. The Activity Leader is a leadership role, reporting to the Admin Site Coordinator.

WonderKids Organizational Level: Level 4 employee