



**YOUNGSTOWN
STATE
UNIVERSITY**

CLASSIFICATION SERIES:

N/A

CLASSIFICATION CODE/PAY GRADE:

94210/99

BARGAINING UNIT:

N/A – Externally Funded Intermittent

Activity Leader

SERIES PURPOSE: The purpose of the Activity Leader occupation is to conduct, organize, coordinate, and administer enrichment lessons in physical education, arts and crafts, etc. for after school programs.

CLASS CONCEPT: The class works under immediate supervision and requires some knowledge of after school program operations in order to monitor activities of students and to assist other after school program staff. Incumbents monitor students and assist in organizing and conducting individual and/or group activity sessions.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Monitors activities of students during after school programs and assists with implementation of curriculum and after school programs. Assists with behavior management and program implementation.

Writes and implements enrichment activities to support youth development and family engagement.

Escorts students and/or families to and from activities/field trips; maintains student participation and other activity records; attends staff meetings to provide input concerning student participation.

Other Functions and Responsibilities: Assists with training new hires.

Performs other duties as assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: rules, guidelines, and procedures pertaining to curriculum and after school programs; safety practices pertaining to student activities; childhood development.

Skill in: written and verbal communication.

Effective 04/12/2020

Ability to: develop and maintain good rapport and communication with students, family members, and after school program staff; carry out simple instructions; recognize unusual or threatening conditions and take appropriate action; read short sentences with concrete vocabulary; complete routine forms; cooperate with co-workers on projects.

(*) Developed after employment.

MINIMUM QUALIFICATIONS: High School Diploma or GED; experience in teaching assistance or working with children in a structured setting.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: None

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

SEDENTARY: work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary criteria are met.

UNUSUAL WORKING CONDITIONS: Schedule may vary based on the needs of the students.