Job Overview Summary:
This is responsible tutorial support and guidance work for students involved in the Out-of-School Time (OST) Program by facilitating student achievement at an appropriate academic standard for the students age levels. Employees in this position are expected to be able to perform any and all work tasks and comply with any work schedules, attendance, or duty requirements which may be established by City or department rules. Work of this class is performed with considerable independence in achieving the program objectives, and is reviewed by a supervisor through observation, conferences, the analysis of records and reports and participant survey.

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

Duties:
- Facilitates, organizes, instructs and supervises one or more assigned educational or social activity, as assigned, at a recreational facility.
- Assists in stimulating and encouraging interest, participation and fair play tactics among children in various types of educational or special event activities.
- Enforces departmental policies, procedures and regulations, as they affect the participating public and recreational personnel.
- May organize the activities of a specialized program area, such as educational, arts and crafts, technology or community service related functions.
- Provides both group and one-on-one interaction with youth to promote educational success and positive social behavior.
- Attends periodic staff meetings and training sessions; assists in the planning and implementation of assigned activity programs and events.
- Collaborates with schools to monitor student performance; identifies potential problems and intervenes as necessary to ensure student success.
- Prepares lessons plans for planned activities, events and programs which are approved by a supervisor.
- Performs related work as assigned.

Minimum Qualifications:
Graduation from an accredited four-year college or university with major course work in child psychology, education, social work, or a related field.

Knowledge and Skills:
- Knowledge of recreational activities suitable for children and adults.
- Some knowledge of the philosophy and objectives of public recreation.
- Ability to work one-on-one or with small groups of students who need reinforcement with basic skills in core academic subjects.
- Assists in programs overall outreach effort and in establishing measurable performance goals.
- Ability to effectively lead and instruct children in assigned educational activities.
• Ability to adhere to program standards and objectives outlined by supervisors.
• Ability to maintain discipline and to resolve disciplinary problems among recreation participants.
• Ability to exercise patience and understanding.
• Ability to prepare and maintain required reports and records on program participants.
• Ability to assist with multiple computer assigned surveys and educational software.
• Ability to communicate clearly and concisely, orally and in writing.
• Ability to establish and maintain effective working relationships with employees, educators, program participants, parents and the general public, as necessitated by the work.

Required Responsibilities:
Successful demonstration of cultural competence, work standards, quality work product, productivity, and job knowledge are standard expectations for all city staff and employees.

Core Competencies:
  • Adaptability/Flexibility
  • Analysis
  • Collaboration
  • Communication
  • Continuous Learning/Prof Dev.
  • Initiative
  • Planning & Organization

Necessary Special Requirements:
Possession and maintenance of a valid State of Florida Teaching Certificate; or in lieu of, the possession of a Master’s Degree in Behavior Analysis, Social Work, or related field. Possession and maintenance of a valid State of Florida Driver’s License. If assigned duties require the use of a personal motor vehicle, an automobile insurance policy that meets the minimum requirements of liability established by the State of Florida for property damage and personal injury coverage must be maintained.