

PEAK PROGRAM ASSISTANT

Pay Scale: \$8.50 to \$10.75 per hour

General Summary: Works under the general direction of the Recreation Director and PEAK Coordinator. Responsible for the direct supervision of children at the PEAK site and developing programming for on and off-site activities.

Minimum Requirements:

- Must be at least 17 years of age and a senior in High School.
- Successful completion of all pre-employment screenings and verifications (criminal history background check, sexual offenders registry check, a DHS clearance letter, physical, drug screen and TB test).
- Ability to work the required hours – approximately 3:00 p.m. to 6:00 p.m. Monday–Friday for the after school program or 7:30 a.m. to 5:30 p.m. Monday–Friday during the summer.
- Ability to maintain a consistent work schedule.
- Ability to effectively understand, follow and give oral and written instructions.
- Ability to maintain positive working relationships with the public and other employees.
- Two (2) years experience working with children (not necessarily in continuous years) and/or two (2) years of successful college course work preferred with a major in Recreation, Education, Special Education or related Human Service field or an equivalent combination of experience and education preferred.
- First aid and CPR certification preferred.
- Must provide own transportation.

Hours Per Week: Thirty-five (35) to forty (40) hours per week during the summer and approximately ten (10) to fifteen (15) hours per week for the after school program.

Employment Duration: Approximately seven (7) weeks for the summer day camp program and throughout the school year for the after school program.