



Position Titles: Recreational Aide
Reports To: Program Director
Salary Range: 7007

Mission Statement: Girls Place, Inc. is a non-profit organization dedicated to empowering girls of all racial, religious and economic backgrounds to GROW confident, strong, and independent in order to thrive in the world around them.

Supervises: Girl Members

Job Summary: The Recreational Aide is a part-time position. The Recreational Aide is responsible for planning and implementing enriching and enjoyable activities for girl members. The Recreational Aide takes all opportunities to nurture positive experiences for the girls that they supervise and work closely with other program specialists and office staff to make this possible.

Qualifications: Formal school training in special skills area and experience with youth preferred. Position requires background check.

Hours Required: This is a part-time position that pays on an hourly basis. Working hours will be primarily on weekday afternoons, and during the day as needed in the summer

Salary Range: Minimum wage to \$10.00 per hour.

Performance Standards:

- Plans and conducts special interest groups/ classes.
- Assists with program planning with other staff members.
- Keeps supervisor informed of problems, concerns, needs, trends, and unusual activities.
- Maintains accurate class records.
- Participates in staff meetings as requested.
- Maintains Girls Place Personnel Policies and practices.
- Assumes other duties as may be assign by the Program Coordinator.
- Attend mandatory staff meetings as specified by the Program Coordinator.

Agency Requirements:

All employees of Girls Place are expected to demonstrate a commitment to:

- Promoting diversity and equality
- Professional ethics and standards
- Flexibility and teamwork
- Protection of confidentiality

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, carry, push, pull, bend, stoop, reach, talk and hear. The employee must occasionally lift and/or move up to 10 pounds of materials and at times lift and/or move up to 25 pounds of equipment.

Affirmation:

I will strive to practice these principles daily in my work in order to create an atmosphere where clients and staff are heard and responded to appropriately.

I agree to be held accountable for my actions and agree to hold co-workers accountable in order to create a responsible environment.

I recognize that providing and supporting quality client services is the priority and my actions, attitude, and involvement should positively impact every donor’s experience.

	I do not need any accommodations to complete my work as described above.
	I do need special accommodations to complete my work as described above. The following is a description of the special accommodations I need:

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation:

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with Girls Place.

EMPLOYEE'S NAME (Print)

SUPERVISOR'S NAME (Print)

EMPLOYEE'S SIGNATURE

SUPERVISOR'S SIGNATURE

DATE

DATE