



Job Description

Job Title:	JagCare Medical Trained Program Lead
Salary Range:	\$17.00 - \$21.00 Per Hour Potential for additional duty pay for club or activity sponsorship Benefits offered include medical, dental, vision, life insurance, voluntary short-term disability, CO Pera Retirement, Jeffco Empower Retirement, Paid Time Off, and a Family Wellness Benefit
FLSA Status:	Non - Exempt
Work Year:	185 Days
Location:	Elementary Campus
Reports to:	Program Director

Summary

Assist program staff in supervising school aged children in a safe, structured environment on the Jefferson Academy Elementary campus, within JagCare's premises as well as offsite while on authorized program field trips. Assist in maintaining the cleanliness and appearance of the program's facility.

Essential Duties and Responsibilities

Supervise school age children alone and with other staff.

- Plan or assist in the planning of age-appropriate games and activities for the program.
- Lead such age-appropriate games or activities.
- Accompany the program on off-site program field trips.
- Lead an assigned group of students while on off-site program field trips.
- Complete fifteen (15) clock hours of approved professional development training annually.
- Provide basic first aid to students.
- Possibility of being officially delegated to administer medications to students.
- Clean common surfaces daily, toys regularly and recess equipment as needed.
- Cover shifts as needed for sick or absent staff and school personnel.
- Assist in physical organization of the overall program.
- Possibility to be assigned delegation and trained to administer student medications. = MPL
- Assist in the creative direction and visual aspects of JagCare.
- Assist in some of the planning for the Program Summer operations as needed.
- Undertake the daily tasks of cleaning the entire JagCare facility.
- Maintain the appearance of JagCare's facility and of the JA playground.

Education and Experience

A specific level of education is not required for this position. Program Leaders must be at least eighteen (18) years of age. At least three (3) months (460 hours) of full-time or part-time equivalent satisfactory and verifiable experience with school-age children is required.

Certificates, Licenses, Registrations

The following is required upon employment and is reimbursable or free of charge:

1. Certificate of Completion in CPR/First Aid and AED, 2. Certificate of Completion in Standard Precautions, 3. Certificate of Completion in FEMA Safety Training, 4. Certificate of Completion in Child Abuse Mandated Reporter Training. 5. Certificate of Completion in Injury Prevention. 6. Certificate of Completion in Playground Safety for School-Age Child Care Centers.

Skills, Knowledge, and Equipment

Read and write in English. Creative skills, such as drawing, crafting, thread work, painting, etc. Some skill with basic office materials is encouraged.

Supervisory Responsibilities

There are no Supervisory Responsibilities with this position

Decision Making

At times, make judgements and act based on what is age-appropriate and what is fair. This program is a collaboration among its staff, all individual input and ideas are encouraged.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, talk or hear, and taste or smell. The employee is occasionally required to sit; climb or balance; and stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include distance vision, peripheral vision, depth perception, and ability to adjust focus.

Note: JagCare has officially assumed responsibility for cleaning our building. A standard statement regarding cleaning, vacuuming, use of chemical substances, etc. may need to be included.

Work Environment

The work environment described here represents what an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

School Age Children is defined by the Colorado Department of Human Services as: Five (5) years of age up to twelve (12) years of age. The workplace will include both indoor and outdoor environments. With some exceptions, groups of students cannot exceed thirty (30) students. The program’s licensed capacity is currently 48.00 students.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I understand and agree to perform the duties listed above.

Signature: _____ Date: _____

Printed Name: _____