

The Clubhouse After-School and Summer Recreation Program

Recreation Leader Job Description

The Recreation Leader (RL) assists with the planning and implementation of The Clubhouse after-school and summer recreation programs for elementary school-age children of TWU Family Housing students, off-campus students, and members of the TWU community. The RL provides direct care for clubhouse participants. The Recreation Leader reports directly to the Program Coordinator.

Qualifications

The RL must be at least 18 years of age, who has taken a minimum of 6 credit hours of Child Development or Education courses, and/or has previous childcare/children's recreation experience. Candidates must be admitted to an undergraduate, post-baccalaureate, or graduate program at TWU in the areas of kinesiology, child development, education, or a related field. The RL must maintain a GPA of 2.0 during time of employment.

The RL should be committed to working with individuals and groups of children aged 5 -12 years and their parents within a university residence hall environment.

Preference will be given to candidates who are available for an entire academic year or a full summer. Continued employment is determined by mutual renewable agreements each semester or summer.

TWU is an Equal Employment/Affirmative Action Employer

Remuneration

The RL is compensated with a double room in a TWU residence hall for 13 hours of work per week; and additional hours worked over 13 hours per week at \$8.00 per hour. The RL not living in TWU contracted housing residence halls will be given opportunity to work 20 hours per week at \$8.00 per week.

Requirements

The RL must meet all the requirements of The Minimum Standards for Childcare Providers as defined by the state of Texas. This includes health status, immunizations, as well as certifications and continuous training requirements.

During the period of appointment, the RL must maintain a minimum 2.0 G.P.A. and must be enrolled as a TWU student. Applicants must be available to work during the hours when The Clubhouse is open. Fall and Spring semesters The Clubhouse is open Monday through Friday from 3pm to 6 pm. Staff is expected to report to work between 2 -3 pm in order to pick up the children from school. During the fall and spring there are limited times when The Clubhouse is open additional hours from 7:30 am – 5:30 pm or from 1 – 5 pm.

During the summer, The Clubhouse is open from 7:30 am to 5:30 pm Monday through Friday. Staff should be available to work a minimum of one 4 hour shift either in the morning or afternoon **or** an all day (8 hour) shift.

This position is security sensitive. Applicants must pass a TWU background security check and criminal background check through the Texas Department of Family and Protective Services. You must attach a copy of your state issued driver's license and copies of all other pertinent certifications to this application for consideration. Incomplete applications will not be considered.

Recreation Leader job description continued
General Responsibilities

- Follow all policies, procedures, and guidelines, as established by the Department of University Housing, The Clubhouse, Child Care Licensing, and any relevant federal and state agencies.
- Provide appropriate care and supervision for The Clubhouse children at all times
- Issue equipment and instruct children in the proper use of the equipment
- Implement program/activity schedules and lesson plans
- Maintain developmentally sound discipline
- Enforce proper safety precautions, rendering first aid and CPR if necessary
- Communicate concerns and/or any incidents that occur with the children to the Coordinator
- Appropriately document any incidents that occur
- Attend weekly staff meetings
- Attend regular training sessions
- Transport children to and from The Clubhouse
- Attend field trips and other off-campus activities with the children
- Be able to lift and carry at least 30 lbs
- Drive university owned/leased vehicles
- Maintain valid certification for adult & child First Aid and CPR,
- Maintain valid driver's license and certification for TWU vehicle driver authorization
- Meet state of Texas' minimum standards required for child care providers
- Practice proper hygiene
- Pass the required health exams, receive required immunizations, and provide proof of such to the coordinator
- Carry out other duties and responsibilities as designated by the Family Services Coordinator, the Recreation Coordinator, the Family Housing Area Coordinator, and the Assistant Directors and Director of University Housing.

The Clubhouse After School and Summer Recreation Program

Recreation Leader Application

Please print or type legibly

Name – Last, First, MI

TWU Student ID number

Date of Birth (MMDDYY)

Today's Date

Classification (Fr/So/Jr/Sr/Grad)

Cumulative GPA

Last semester GPA

Classification (Fr/So/Jr/Sr/Grad)

Major

Minor

Your email address: _____

Date Available for Work: _____

Campus Address and Phone#: _____ 271- _____

Name of Residence Hall & Room Number

Local/Mailing Address: _____

(P.O. Box for on-campus residents)

City/State/Zip

Area Code and Phone Number

Permanent Address and Phone#: _____

Street Address

City/State/Zip

Area Code and Phone Number

Do you have a Defensive Driving Certificate? Yes No If yes, expiration date: _____

Are you certified in Child CPR? Yes No If yes, expiration date: _____

Are you certified in first aid? Yes No If yes, expiration date: _____

Are you certified in Red Cross Life Saving? Yes No If yes, expiration date: _____

Do you hold a TWU Drivers Authorization Permit? Yes No

Do you have a current valid Texas Driver's License? Yes No

Do you have any condition that may limit your ability to perform the job duties of a Recreation Leader?

Yes No If yes, please explain:

Have you ever been convicted of a crime? Yes No If yes, please explain:

Have you ever been subject to disciplinary action as a result of a conduct violation of Housing or University policies/ standards? Yes No If yes, please explain:

What experiences and qualities do you have which will help you in this position?

What special talents, such as music, art, drama, etc., do you have experience in that will help you work with young children?

Previous employment: List recent employers, addresses, phone numbers, positions held. Please include employment working with children. Use additional paper if necessary.

Employment History – List recent employers, addresses, phone numbers, and positions.

Employer	Address	Phone	Position/Dates
Employer	Address	Phone	Position/Dates
Employer	Address	Phone	Position/Dates
Employer	Address	Phone	Position/Dates

List any previous TWU work experience.

Department	Supervisor's Name	Dates Employed	Reason for Leaving

References – Provide three (3) references. These references should be persons who have known you for more that 6 months and can evaluate your ability to work with young children. A relative or friend cannot complete your references. Former or current employers and supervisors may serve as references.

Name and Title	Telephone Number
Name and Title	Telephone Number
Name and Title	Telephone Number

Please attach a copy of your class schedule for the semester you are seeking employment, and copies of your valid certifications and licenses. State law requires employees at childcare facilities to pass a background security check.