



Our Children, Our Schools, Our Future!

Jurupa Unified School District

ACTIVITY FACILITATOR

DEFINITION

Under general supervision to supervise and control the behavior of children participating in after school programs funded through state, county, or federal programs; to assist with procurement and distribution of materials and snacks; to enforce program rules and regulations; and to do related work as required.

ESSENTIAL JOB FUNCTIONS

- Supervises students on school facilities and on after school field trips.
- Assists with implementing after school activities including sports and indoor activities such as crafts, dance, and music.
- Supervises students completing homework and related after school educational activities.
- Reports behavior problems.
- Encourages and promotes courtesy among the students.
- Attends training and workshops focusing on after school programs.
- Communicates with parents, students, and other staff as appropriate.

OTHER JOB FUNCTIONS

- Participates in planning of after school activities.
- Assists with ordering, pick-up, and distribution of program supplies and snacks.
- Assists with maintaining appropriate program records.
- Operates equipment used in after school programs.
- Performs other duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

- First Aid.
- Safety practices.

Licenses and Requirements:

- Possession of a valid, appropriate California Driver's License.

Ability to:

- Effectively supervise and control the behavior of children.
- Establish and maintain effective working relationships with students, staff and parents.
- Communicate effectively.
- Interpret and apply rules, regulations, policies and procedures.
- Deal with multiple and concurrent job demands and interruptions.
- Read, understand and follow oral and written instructions.
- Work independently and proactively with minimal direction
- Effectively intervene to prevent fights and altercations
- Deal with hostile, emotional, or angry persons in an effective manner

ACTIVITY FACILITATOR

Ability to (continued):

Stoop, kneel, bend, and walk (at times over uneven ground, or at a highly accelerated pace).
Stand and/or walk for sustained periods of time.
Climb slopes, stairs, steps and ramps.
Lift and carry light to medium-weight objects.
Maintain regular steady attendance.

Experience:

Some work involving contact and supervision of children.

Education:

Completion of eighth grade.

Personal Qualities:

Patience, flexibility, willingness to perform job tasks, reliability, dependability, maturity, and sound judgment.

Jurupa Unified School District is an equal opportunity agency and does not discriminate against employees, job applicants, students, parents or community on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sexual orientation, or any other basis protected by law.