

Oak Forest Park District – Job Description

E-Learning Aid

Summary

The E-Learning Aid is responsible for monitoring participant's e-learning or virtual based computer programs, as well as planning and implementing daily activities for ages entering 1st grade through 6th grade when participants are not e-learning.

The E-Learning Aid is responsible for performing the essential functions as outlined in this analysis. This is a seasonal position working 25-30 hours per week. Training sessions are mandatory.

Qualifications

Basic Computer skills – as you may need to assist participants with navigating various web-based learning platforms

Knowledge in programming age appropriate activities.

First aid and CPR certifications are preferred, but not required.

Immediate Supervisor

All E-Learning Aids are under the direction of the Recreation Supervisor.

Essential Functions

1. Directly responsible for various age groups of participants.
2. Plan weekly schedules of daily activities appropriate for the group for which you are responsible when e-learning is complete.
3. Supervise drop off and pick up of all participants in your group.
4. Take daily attendance.
5. Handle behavior problems calmly and diplomatically, according to rules and if needed, seek help through the Recreation Supervisor.
6. Report all behavior problems to the Recreation Supervisor and if directed, complete disciplinary reports.
7. Within your group, be responsible for knowing each child's limitations, needs and emergency information.
8. Be patient, courteous and friendly with participants, parents/guardians and patrons of the park.
9. Assists and performs other duties as assigned by the Recreation Supervisor.
10. Prevent accidents through the enforcement of all Park District policies, rules, regulations and ordinances, governing the conduct of all persons participating in such activities.
11. When working, constantly be on the alert for possible accidents occurring in the outside area as well as all rooms inside the building.
12. Perform additional functions as assigned within your group.
13. Adheres to Oak Forest Park District policy regarding Chain of Command.

Marginal Functions

1. Light maintenance of common areas.
2. Physical setup and take down of activities.
3. Administer health questionnaires for all participants in your group.
4. Cleaning up the park areas where debris was left by participants.
5. Cleaning and disinfecting high touch areas every 2 hours; i.e. handles, tables, etc...
6. Put away all equipment at the end of each day.
7. Able to lift up to 40 pounds.

Psychological Considerations

1. Must be able to resolve conflicts between participants, implement behavior management, and discuss situations with parents.
2. May have to work under stressful situation if CPR or First Aid is required.
3. Must be able to be flexible in scheduling problems and in working with co-workers.
4. Adapting to and handling situations that arise, that may or may not be under your control.

Physiological Considerations

1. Must be able to participate in all activities.
2. May work in high temperatures and humidity.
3. Must be able to wear a face mask for various lengths of time as required.

Environmental Considerations

Will be exposed to various weather conditions, including high temperatures and high humidity.

Cognitive Considerations

1. The ability to resolve differences fairly and with good judgment is necessary.
2. Must possess good safety awareness and judgment.