

## Marlin Academy (Afterschool Care) Staff – City of Port Aransas, Texas

**Job Title:** Latchkey Worker  
**Department:** Parks & Recreation Department  
**Reports To:** Parks & Recreation Director  
**FLSA Status:** Non-Exempt  
**Prepared By:** Colleen Simpson, Parks & Recreation Director  
**Salary/Grade:** 7  
**Date:** 5/29/2019

**Summary:** Organizes and leads activities of children from kindergarten to 5<sup>th</sup> grade in after-school care facility or in playrooms operated by the city by performing the following duties.

**Essential Duties and Responsibilities include the following:**

- Organizes and participates in afterschool care program.
- Assists with homework and reading. Assists in tutoring children.
- Plays games and teaches them simple painting, drawing, handwork, songs, and similar activities.
- Helps children develop habits of caring for clothing and picking up and putting away toys and books.
- Maintains discipline.
- Directs children in eating, resting, and playing.
- Serves snacks and refreshments to children and regulates rest periods.
- Ensures children's safety and administers first aid when necessary.
- Other duties may be assigned.

**Supervisory Responsibilities:**

- This job has no supervisory responsibilities

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies-

- *Technical Skills* – Pursues training and development opportunities; strives to continuously build knowledge and skills.
- *Customer Service* - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance.
- *Oral Communication* - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- *Written Communication* - Writes clearly and informatively; able to read and interpret written information.
- *Leadership* – Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.
- *Quality Management* - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- *Organizational Support* - Follows policies and procedures; supports organization's goals and values; benefits organization through outside activities.
- *Judgment*- Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

- *Planning/Organizing* – Prioritizes and plans work activities; uses time efficiently.
- *Professionalism* - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.
- *Quality* – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality.
- *Quantity* – Meets productivity standards; completes work in timely manner.
- *Safety and Security* - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- *Adaptability* - Adapts to changes in the work environment; changes approach or method to best fit the situation.
- *Attendance/Punctuality* - Is consistently at work and on time; ensures work responsibilities are covered when absent.
- *Adaptability* – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- *Dependability*- Follows instructions, responds to management direction; takes responsibility for own actions.
- *Initiative* - Volunteers undertakes self-development activities; asks for and offers help when needed.
- *Problem Solving* – Ability to recognize, resolve and repair abnormal operating conditions promptly.
- *Interpersonal Skills* – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others’ ideas and tries new things.
- *Teamwork*- Balances team and individual responsibilities; exhibits objectivity and openness to others’ views; contributes to building a positive team spirit; supports everyone’s efforts to succeed..
- *Delegation* – Matches work assignments to the abilities of the person; sets expectations and monitors activities.
- *Ethics* – Upholds department standards, setting proper example to subordinate employees with gratitude and respect.
- *Organizational Support* - Follows policies and procedures; completes administrative tasks correctly and on-time.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

**Education and/or Experience:** High school diploma or general education degree (GED); and three to six months related experience and/or training; or equivalent combination of education and experience..

**Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in the one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills:** Ability to add and subtract two digit numbers and to multiply and divide with 10’s and 100’s. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills:** To perform the job successfully, an individual should have knowledge of internet software and word processing software.

**Certificates, Licenses, Registrations:** Valid Texas Drivers License in good standing; High School Graduate or GED. CPR and First Aid Certification required.

**Other Skills and Abilities** – Must be available to continue training/certification as may be required or necessary.

**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; walk; sit; use hands to finger, handle, or feel and reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Additional Requirements:** Employee is subject to a complete criminal history and child protective services background search with acceptable results.

EMPLOYEE: \_\_\_\_\_

Date: \_\_\_\_\_

