

**VACANT POSITION**  
**DEPARTMENT: LEISURE SERVICES**  
OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>  
SUBMIT APPLICATION & PROOF OF EDUCATION TO:  
[employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or the HUMAN RESOURCES OFFICE  
**CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED**

Job Title: After School Program Instructor (Position No. 2544)  
Salary: Hiring Rate \$20.00 per hour  
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer  
Work Schedule: Mon-Fri; 4:00 pm to 6:00 pm during the school calendar  
This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** High School diploma or GED required with a minimum of one (1) year experience working with children, or any equivalent combination of training and experience which provides the requisite knowledge, skills, and abilities.

**GENERAL STATEMENT OF JOB:** Under direct supervision, assists Academic Program Coordinator with program instruction and activities. Conducts programs within a supportive learning environment. Prepares materials and classroom for activities. Assists with program pre-planning. This position aids in the development and implementation of an after-school program that supports the academic, social, and emotional development of the students. The instructor coordinates after-school accelerated learning and recreational activities created to improve the potentials and skills of children. This position motivates students and monitors their progress.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of office and teaching tools. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for moderately active work. Must be able to lift and/or carry weights of twenty to forty pounds.

**ESSENTIAL JOB FUNCTIONS**

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS

Prepares program area for daily activities including set up and clean up.

Conducts and executes accelerated learning activities with children ages 5 to 12 within an afterschool program setting.

Monitors participants to maintain their safety as they play and participate.

Assists Academic Program Coordinator and contributes to the process and success of learning activities and program planning.

Organizes and prepares program supplies for various program related activities.

Monitors and enforces safety rules relating to program activities.

Manages participant conduct issues and interventions and communicates program issues with Program Coordinator for intervention.

Reports injury and incidents involving participants immediately to Program Coordinator.

Follows program grant guidelines. Conducts the program within departmental policies and procedures.

Adheres to Spalding County policies and Leisure Services Department Standard Operating Procedures.

**ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.

October 26, 2022  
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