

County Commissioners:
William Sands, Chair
Larry Rhodes, Vice Chair
Todd McNeill
Paula Perry
Jeff Rose

County of Ashe
150 Government Circle, Suite 2500
Jefferson, North Carolina 28640

County Manager:
Sam Yearick

Clerk to the Board:
Ann J. Clark, MMC, NCCCC

2018 4-H LEADS SUMMER PROGRAM TEACHERS *Qualifications and Job Description*

Supervision:

This program is supervised by the 4-H LEADS Summer Site Coordinator. The overall program is supervised by the 4-H LEADS 21st Century Community Learning Center Coordinator.

Qualifications:

- 18 years of age or older
- High school diploma or GED
- Higher education in the area related to child/youth development or other school age programming preferred but not required
- Experience working with school age youth preferred
- Be able to lift and carry up to 50 pounds
- Be able to work with diverse clientele
- Must have the ability to communicate effectively in both written and verbal form
- Have or be willing to obtain First Aid, CPR and Basic School Age Care Certification (BSAC)
- Possess an appropriate Operator's License issued by the State Department of Motor Vehicles
- Must have 16 hours of orientation within the first 30 days
- Complete Health and Safety Training Requirements
- Must keep an up-to-date personnel file to include:
 - Application for employment
 - I-9
 - Three references
 - Tax forms
 - Official transcripts
 - Resume
 - Physician's statement the first year and health documentation annually thereafter – to include results of a TB test, to be signed by appropriate medical personnel
 - Emergency information on staff
 - Documentation of orientation
 - Documentation of CPR and First Aid
 - Training calendar/training slips
 - Successful completion of criminal background check (local and national)
 - Successful completion of drug test
 - BSAC (Basic School Age Care) Training Certificate
 - Other forms/documentation as required
 - Completion of all County of Ashe policies and procedures acknowledgments (ex: Substance Abuse Policy, Social Media Policy, etc)

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Duties:

- Supervision and guidance of children in the program as part of child/staff ratio (supervise participants at all times)
- Follow and implement program policies as well as Day Care Rules/Regulations as specified in staff manual
- Design and setup a safe, secure and nurturing environment for every child to include development of learning stations
- Prepare and implement activity calendars for parents/participants to include physical activity, enrichment activity and small group activity daily
- Have all supplies/equipment ready to implement before participants arrive daily (will require lifting and carrying-up to 50 pounds)
- Assist 4-H Volunteers during camp programming activities
- Clean-up daily to include vacuuming, emptying trash, etc. (all supplies, etc. put out of sight every day) (will require lifting and carrying – up to 50 pounds)
- Implement effective, positive communication with other staff, families, school faculty and community
- Attend training opportunities provided (unless otherwise cleared with 4-H LEADS 21st Century Community Learning Center Coordinator)
- Will be responsible for other tasks assigned as needed

Work Schedule:

- Up to 29.5 hours per week depending upon enrollment and work load (June 1, 2018-August 3, 2018)
- Work schedule varies (Program Operation 7:15 a.m. - 1:00 p.m. or 12:15 p.m. - 6:00 p.m. – Monday - Friday)

Rate of Pay:

- Part-time temporary position
- \$10.00 per hour

ASHE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Revised 1/26/2018