

# **Cedar Ridge Children's Home & School, Inc.**

## **Job Description**

**JOB TITLE:** Summer Recreation Assistant

**Department:** Residential

**Supervised by:** Summer Recreation Coordinator

**Hours:** Summer, 9:00 AM TO 4:00 PM Monday through Friday

### **SUMMARY:**

Summer Recreation Assistants are responsible for the care and supervision of their assigned youth and assist with other youth as needed.

### **DUTIES AND RESPONSIBILITIES:**

- 1) Attend a morning staff meeting from 9:00 am to 9:25 am.
- 2) Report to assigned cottage to pick-up residents approximately at 9:30 am. Check with Houseparents regarding any discipline problems, planned visits, appointments, etc. Escort residents back to their area.
- 3) Make sure all residents have all sports equipment and swim wear needed for the day.
- 4) Assist in supervising off-campus outings.
- 5) Be the primary disciplinarian for the residents, using the Behavior Modification/Point System and Van Policy. Use clear, consistent and fair discipline.
- 6)
- 7) Provide any positive instruction, correction, structure and supervision of residents during activities. Emphasize building self-esteem and enhancing relationships with others.
- 8) Actively participate with cottage activities.
- 9) Be aware of, and monitor, residents on medications.
- 10) Notify immediate supervisor in the event of any emergency situation, i.e. medical, crisis intervention, AWOL, etc.
- 11) Assist Summer Recreation Coordinator and Office Staff in duties related to schedules, such as CSP and/or resident medical appointments.
- 12) Supervise your cottage during meal times, following the cottage policy.
- 13) Escort residents during transition between all activity periods and back to cottage.
- 14) Turn in point sheets to Summer Recreation Coordinator at the end of each day, along with any completed reports, i.e. CIR, SIR, etc.
- 15) Attend a daily staff debrief from 3:30 PM to 4:00 PM.
- 16) Other job-related duties as assigned.

## JOB QUALIFICATIONS:

- 1) Must be 21 years of age or older
- 2) Must have high school diploma or equivalent
- 3) Must have valid driver's license and maintain a good driving record
- 4) Must demonstrate the capacity to understand children and to develop further knowledge and skills for working with children in the care of Cedar Ridge
- 5) Must be able to withstand the work and pressures of caring for a group of active, often aggressive children, and be flexible and willing to learn new ways of coping with children's problems.
- 6) Maintain Physical Conditioning sufficient to:
  - a. Be able to physically restrain residents (At-Risk-Boys ranging in age from 8 to 18+) whose behavior is out of control, to the point that they are a danger to themselves, others, or they are damaging property.
  - b. Have the energy and physical conditioning to participate in children's activities
- 7) Biblical Standards
  - a. Must accept and affirm a Judeo-Christian world view in both personal and professional life. This affirmation includes agreement with the Cedar Ridge statement of faith, the personal practice of spiritual disciplines, and behaviors consistent with traditional moral values.
    - i. The employee handbook further states that employees who engage in open, notorious immorality, including, but not limited to, violence, dishonesty or slander, sexual activity outside of marriage, theft, or conduct illegal under applicable local, state or federal law are subject to discipline up to and including termination of employment.
  - b. Must have knowledge of Scripture sufficient provide biblical counsel, to support Church Programs both on and off campus, and to support cottage character building programs for residents.
- 8) Must be able to maintain CPR/First Aide, and Restraint Certifications.
- 9) Must pass a detailed background investigation that includes:
  - a. Passing a health and physical conditioning screening which may include drug testing.
  - b. Verification of Business and Personal References.
  - c. Verification of Driver license with a good driving record.
  - d. Police/FBI/Child Protective Services background investigations

## SIGNATURES BELOW SIGNIFY THE FOLLOWING:

- 1) This Job Description has been reviewed and agreed upon by both the employee, \_\_\_\_\_, and the Summer Recreation Coordinator, \_\_\_\_\_.
- 2) A copy of this Job Description has been received by the employee.
- 3) The employee recognizes and agrees with his/her responsibility to use the utmost discretion regarding the disclosure of any confidential agency or personnel information, both within and outside of his/her department.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Summer Recreation Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Revised

\_\_\_\_\_  
Human Resource Staff

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