

## ACTIVITY AIDE

GENERAL STATEMENT OF DUTIES: Assists with program activities for an after-school child care program; does related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of an employee of higher rank, an incumbent in this class is responsible for performing routine tasks within an after-school child care program.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the conduct of games, sports, arts & crafts for children;

Sets up arts & crafts materials for children;

Prepares and serves snacks;

Straightens up activity sites (classrooms) at the conclusion of day.

Provides clerical support (i.e.: operates duplicating machine, collates materials).

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Some knowledge of program activities (i.e.: arts & crafts, music, science, sports) for children; ability to create a warm and enriching environment for children; resourcefulness; good judgment; flexibility; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma or an equivalent amount of experience and training sufficient to indicate ability to perform the work.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Rye #5  
Yorktown #2  
J. C.: Non-Competitive  
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Job Class Code: S278