

**CITY OF FONTANA  
AFTER SCHOOL COMMUNITY SERVICES ASSISTANT I, II, III**

**DEFINITION:** Under supervision, staff will perform duties in our After School Program consisting of an educational, enrichment and recreational environment.

**ESSENTIAL FUNCTIONS:** The employee must have the ability to:

- Work with students in reading, spelling, mathematics and other subjects, assist with computer skills.
- Assist in supervising and organizing recreation activities.
- Assist in monitoring program compliance with laws, rules, and regulations.
- Supervise children/participants at park site or facility; lead group activities.
- Distribute, monitor and maintain equipment and supplies.
- Recommend and/or assist in the implementation of goals and objectives; implement policies and procedures.
- Provide information and referrals to program participants, school officials and community groups regarding program being offered.
- Operate a computer and related software.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged standing, sitting, walking on level or unleveled and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. Incumbents may be required to lift, carry and/or push objects weighing 25 pounds or more. This position requires near and far vision for reading written documents and in the observation of participants during activities. Acute hearing is also required in providing customer service to public and /or assistance in facility, classroom, or outdoors.

**LICENSES AND/OR CERTIFICATIONS:**

Possession of, or ability to obtain CPR and basic first aid certifications within sixty (60) days of hire are required. A valid CA driver's license may be required for certain positions. Candidates must be age 18 or older.

**Experience:**

Assistant I – A minimum of six (6) months organized recreation, child care, or teaching  
Assistant II – A minimum of one (1) year organized recreation, child care, or teaching  
Assistant III – Two (2) years of increasingly responsible experience in education, recreational programming or a closely related field including supervisory experience. Must have knowledge of teaching curriculum or learning based programs.

**Education:** Completion of 12<sup>th</sup> grade or equivalent; also: AA degree from an accredited college OR completion of two (2) years of higher education (48 semester/72 quarter units) or completion of special proficiency testing.