



JOB DESCRIPTION

Job Title: Adventure Guide
Job Code: F-118
Department: Program Department
Reports To: ASA Director
Classification: Part-time
Prepared By: Stacy Smith
Prepared Date: July 27, 2013

JOB SUMMARY

ASA (After School Adventure) is a ministry to children and parents in the Bellingham School District, providing care for students during the before/after school hours, teacher workdays, early release days and some holidays. An After School Adventure Guide works with school age children in grades K-5. A guide is responsible for creating an environment that is fun, safe, and spiritually nurturing for each child.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. Other duties may be assigned.*

1. Transport students to and from school by walking or driving.
2. Create and teach weekly adventure classes tied to a theme and include; arts and crafts, drama, sport activities, etc.
3. Provide a safe environment for all children through positive discipline and awareness of each child's needs, with a Christian focus.
4. Plan and implement all "camp games."
5. Attend all staff meetings and trainings, as assigned.
6. Participate in the "upkeep" and cleaning the ASA facility and vans.
7. Work full days and half days of school closures, unless otherwise discussed with ASA Director.
8. Lead devotions and/or Adventure Club Time (singing, skits, Bible lessons).
9. Start work one day prior to the first day of the Bellingham School District.

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

An ASA Guide must:

1. Have a growing relationship with Jesus Christ and show life style choices that exemplify that relationship.
2. Commit to safety for and with children.
3. Be service oriented with students, parents, and other staff.
4. Must be 21 to drive a 15 passenger van.

EDUCATION AND/OR EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Washington State Drivers license.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. The employee must be able to actively participate in sporting activities with the students.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually loud.



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