JOB DESCRIPTION

JOB TITLE: Club 21 Activity Leader

GENERAL DESCRIPTION: The 21st Century Club Activity Leader is responsible for planning, organizing, and facilitating enrichment and recreational activities for students in grades K–12 as part of the Millville Public School District's 21st Century Community Learning Centers Program. The Activity Leader ensures a safe, engaging, and supportive environment that promotes student growth, achievement, and positive social interactions.

QUALIFICATIONS:

NOTE: All new employees must pass a criminal history background check and employee medical exam prior to the start of their employment with the Millville Board of Education.

- Substitute Certification
- Prior experience working with school-age children in a group setting (e.g., childcare, camp, education).

REPORTS TO: Site Coordinator

PERFORMANCE RESPONSIBILITIES:

NOTE: This is a general job description. A position under this job title may include, but is not limited to, the following job duties:

- Strong communication and interpersonal skills
- Ability to supervise and engage school-age children in structured and unstructured activities
- Conflict resolution and behavior management skills
- Ability to plan and lead recreational and enrichment activities
- Patience, reliability, and a passion for working with children
- Ability to follow safety protocols and maintain a clean, organized, and safe environment
- Follow program policies and procedures, including behavior management and emergency protocols.
- Attend staff meetings, training sessions, and professional development opportunities as required.
- All other related duties as assigned.

Physical Requirements:

- Ability to lift up to 25 pounds (e.g., assisting children, setting up activities)
- Ability to stand, walk, and be physically active for extended periods of time
- Willingness to work both indoors and outdoors

EVALUATION:

Performance of this job will be evaluated in accordance with the terms and conditions of employment as set forth in Board policy and the collective bargaining agreement between the Millville Board of Education and/or past practices of the district.

TERMS AND CONDITIONS OF EMPLOYMENT:

- Typically part-time during the school year (before and/or after school hours)
- Flexibility is important; some programs require split shifts

APPROVED BY: BB

DATE: