



## **Activity Center Assistant Leader Out of School Time & Early Childhood Programs #03051**

### **City of Virginia Beach – Job Description**

Date of Last Revision: October 10, 2025

**FLSA Status:** Non-Exempt

**Pay Plan:** Hourly

**Grade:** N/A

### **City of Virginia Beach Organizational Mission and Values**

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

### **Class Summary**

Exhibit and follow the City of Virginia Beach and Department of Parks and Recreation Customer Service Standards.

Assist in the planning, implementing, evaluation and supervision of age-appropriate activities for children/youth recreation programs that include games, sports, arts and crafts, enrichment activities and special events.

Provide a safe environment, supervision, discipline, and all other aspects of programming for participants with varied abilities levels; report to other assigned locations or programs as needed, assume the role of leader in his/her absence.

## **Representative Work Functions and Responsibilities**

- Assist with the daily on-site operation of a program for approximately 10-90 preschool or school-aged children/youth.
- Set-up and breakdown tables, furniture, and recreation equipment daily.
- Assist in the planning of recreation/education activities that are age appropriate.
- Teach, officiate, and coordinate children/youth in fun, safe, and organized games and recreation activities to ensure safety.
- Assist with the supervision of the designated homework area.
- Adapt activities and create an environment which is inclusive for all children with or without special needs.
- Assist with developing systems to safeguard the health and safety of the children/youth; oversee the arrival and release of all program participants, verify ID of persons unfamiliar with and ensure all participants are released to identified, ID, authorized pick-ups.
- Establish protocols that ensure all program areas are secured and only approved, authorized individuals can enter.
- Ensure main program entrance is always secured and monitored by staff.
- Follows established protocol in reporting any suspicion of suspected child abuse and neglect concerns.
- Provide the leader with timely input on needed program supplies and materials.
- Respond to and follow through in emergency situations.
- Assist children/youth in maintaining the standards of behavior set by the program by using non-punitive disciplinary methods and positive reinforcement strategies.
- Provide confidential treatment of participant/family and staff information.
- Maintain a cooperative relationship with all other staff, school administration, recreation operations, parents, and children/youth to provide a productive work environment.
- Perform clerical and housekeeping duties as assigned.
- May design bulletin boards, distribute fliers, and calendars to promote and publicize upcoming events.
- May assist in recording attendance on statistical reports and issuing athletic/recreation equipment.
- Assist as needed in conducting special events.
- Attend and participate in all scheduled in-service training courses, staff meetings and mandatory training; ensure all mandatory training/certifications are current and maintained throughout employment.
- Assume the role of leader in his/her absence.

- Assist with assembling paperwork for weekly drops.
- Support positive youth development and empower youth.
- May be required to operate motor vehicle in carrying out assigned duties.
- Perform other job duties requiring skills, knowledge, and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on the current workloads and department needs.

## **Performance Standards**

- Initiates quality programs/activities/curriculum geared for preschool or school-age children/youth daily.
- Skillfully conducts program activities as assigned.
- Equipment is maintained/issued and accounted for in a responsible manner.
- Snacks are issued and accounted for in a responsible manner.
- Courteously interacts with staff, school administration, recreation operations, children/youth, volunteers, and parents.
- Reports are accurately completed on time and submitted according to procedures.
- Signs, posters, fliers, and bulletin boards are used regularly to promote on-site events.
- Policies and procedures are enforced with tact and courtesy.
- Issues between participants are resolved in a positive, consistent, and fair manner.
- Effectively monitors the use of playground equipment.
- Effectively assists with housekeeping and clerical duties.
- Actively supervises children to ensure their care, protection, and guidance at all times.
- Accurately follows program and administrative directives such as "walk and talk", field trips, etc.
- Handles parent inquiries of children/youth and staff within the prescribed procedures.
- Regularly reports to work on time and follows the Out- of- School Time Programs Unit Dress Code.
- Continuing professional growth through reading job-related articles/books, attending in-service training, or other appropriate means, i.e. educational classes.
- Operates the program in the absence of the leader in a professional manner and within prescribed procedures.
- Works independently without supervision.
- Inform Recreation Specialists about all site related issues in a timely manner.

## **Minimum Qualifications**

- Must be at least 18 years old.

- High school or GED, plus three (3) months or at least four hundred (400) hours of related experience in such positions as teacher/substitute, coach, recreation program leader, camp counselor, youth leader, scout leader, or childcare provider, either in a paid or volunteer capacity or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Some Locations may require a current and valid driver's license.
- At programs providing direct childcare, convictions of any barrier crime set forth in Virginia Code §63.2-1719 shall be an automatic disqualification for employment in this position.
- At childcare program locations licensed by the Virginia State Department of Social Services additional qualifications are determined by the current state standards and guidelines.

## **Special Requirements**

- All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.
- Must be able to work rotating shifts days, evenings, including weekends and holidays and be available to work overtime when required to meet operational needs, occasionally work evenings or weekends for special events and trainings
- As a condition of employment, all new employees must have a criminal history record investigation, take TB Screening, and attend mandatory training.

## **Working Conditions**

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

### **A. Physical Requirements**

Physical refers to the requirement for physical exertion and coordination of limb and body movement.

1. Requires light to medium work with frequent walking, standing, stooping, lifting and raising objects; exerting up to up to 50 pounds on a regular basis may be required; ability to lift or move, with assistance, objects or participants weighing more than 50 pounds may be required occasionally; and routine keyboard operations.

## **B. Mental Requirements**

Mental refers to the degree that the job involves cognitive activities, and use of mental processes.

1. Performs professional level work requiring the application of principles and practices of a wide range of operational and programming methods; may apply moderate understanding of operating policies and procedures to solve complex problems; may require continuous, close attention results or frequent exposure to unusual pressure.

## **C. Environmental Conditions**

Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.

1. This position may risk exposure to communicable diseases including blood and airborne pathogens.

## **D. Sensory Requirements**

Sensory refers to hearing, sight, touch, taste, and smell required by the job.

1. This job requires normal visual acuity, and field of vision, hearing, and speaking.

*NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.*

DISCLAIMER:

*This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*