



# The Salvation Army

## KWM Division

### JOB DESCRIPTION

**TITLE:** Monitored Online Learning Site Monitor

**LOCATION:** Three Trails Camp

**JOB CODE:** 2

**CLASSIFICATION:** Non-Exempt; Full Time; Temporary

**DATE:** September 14, 2020

**REPORTS TO:** Monitored Online Learning Site Supervisor

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#### **The Salvation Army Mission:**

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

**Job Objective:** Monitor and supervise school age children in an online learning environment

#### **Essential Functions:**

- Participate in the planning, preparation and implementation of recreational and learning activities
- Monitor and support students in ensuring they complete their daily virtual learning assignments
- Ensure all students have a safe and positive learning environment
- Maintain visual and auditory awareness of students to ensure their safety at all times while on the Three Trails Camp property
- Assist with student check-in and continue to monitor student health needs daily
- Report sick students to the Site Supervisor or Health Care Supervisor for evaluation
- Assist with distribution of meals and snacks by following health department guidelines
- Maintain program routines and schedules
- Provide support and guidance for discipline of students
- Communicate in an effective manner
- Model positive dispositions at all times.
- Participate in communication and establishing rapport with families
- Lead students in necessary emergency procedures
- Maintain cleanliness of spaces and report any safety issues to the Site Supervisor
- Assist in record keeping and documentation
- All other duties as assigned

#### **Minimum Qualifications:**

Education: High school Diploma or GED required; minimum 1-year college preferred; minimum age of 18 years required

Experience: Minimum 1-year previous experience in childcare or education required; experience supervising children preferred

Certifications/Licenses: City of Independence Food Handlers Permit (must be able to obtain)

Skills/Abilities:

- Ability to work independently and on a set schedule
- Ability to perform duties reliable and timely
- Ability to handle emergency situations in a calm and professional manner

**Supervisory Responsibility:** Supervision of school age children required

**Safe from Harm Level:** Basic

**Bloodborne Pathogen Level:** 3

**Physical Requirements:** Include light physical work; remain stationary for some periods of time; use hands and fingers; communicate; move; occasionally required to position self to stoop, kneel or crouch; frequently required to reach with and use arms and hands; vision, hearing, and speaking. Reasonable accommodation may be made to enable individuals to perform the essential functions of this job.

**Travel:** None

**Driving:** Must possess a valid driver's license from the state of residence. Must be approved through The Salvation Army Fleet Safety Program to drive either a Salvation Army or personal vehicle on Salvation Army business.

**Working Conditions:** The work environment for this position includes a classroom and outdoor environment. Work is performed on camp property. Monday through Friday.

**All employees recognize that The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.**

*Your signature below indicates that you have read and understand the job description and agree to perform the duties as assigned.*

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**Employee Signature**

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**Date**