CITY OF TEMPE
Temporary Employment Opportunity

Tempe

Community Services · Social Services · 3500 S Rural Rd, 2nd Floor · (480) 350-5407 · TDD (480) 350-8400

Temporary Kid Zone Activity Leader
(City of Tempe / Community Services- Social Services)

Opening Date: **August 9, 2013**

Closing Date: **Open until the needs of the City are met.**

Hourly Wage: **$10.25**

Work Schedule: **Morning Shift: 6:30 a.m. until 7:30/8:15 or 8:30 a.m., Monday-Friday**
Afternoon Shift: 2:15/2:45 or 3:15 p.m. until 6/6:30 p.m., Monday - Friday
Early Release on Wed. or Fri.: 12:15/12:45/1:15 p.m. until 6/6:30 p.m.

This is a Temporary Non-Benefitted position.

Experience & Training:
Requires six months experience working in an organized recreation, child care or school program with elementary age children. Education in child development, recreation, education or a related field is highly desirable. Must possess skills to lead school-age activities in the areas of sports, arts, games and music. Must meet AZ Department of Health Services Teacher-Caregiver requirements.

Licenses/Certifications:
- Must be CPR/1st Aid certified within 30 days of hire.
- Must purchase staff shirts
- Must attend our paid new employee orientation and trainings (prior to working at the sites)

Essential Job Functions:
Under the supervision of the Site Coordinator/Program Manager:
- Work with Program Manager to plan, organize and direct a variety of educational and recreational activities for students K-8th grade.
- Coordinate and communicate effectively with the City of Tempe employees including school district staff and participating agencies.
- Maintain informative and supportive relationship with parents.
- Maintain a site environment that promotes cooperation, learning, enjoyment, safety and control.
- Attend all staff meetings and trainings.
- Assist Program Manager with daily attendance and records, scheduling and implementing daily activities, distributing snacks and assisting in any manners as requested.
- Ensure center complies with all AZ DHS and Dept. of Economic Security regulations.
- Encourage high participation of students in daily activities and planning process.
- Maintain the facility by keeping it clean, organized & secure.
- Assist with daily set-up/take-down of center: lifting and carrying supply bins, chairs, moving tables, etc.
- Organize daily opening and closing of classrooms

Applicant Requirement:
Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization.

SUBMIT APPLICATION TO:
City of Tempe
Community Services/Social Services
3500 S. Rural Rd, 2nd Floor
Tempe, Arizona 85282

Apply Online:

Kid Zone Application

For questions, please contact:
Leah Sergeant / Social Services Specialist
480-350-5407

An equal opportunity/reasonable accommodation employer