CITY OF TEMPE
EMPLOYMENT OPPORTUNITY
Community Services Department - 3500 S. Rural Road- Tempe, Arizona 85282 - (480) 350-5400

Kid Zone Nutrition Instructor I

Opening Date: Fall 2011

Closing Date: Subject to closing without notice when the need of the Kid Zone Nutrition Program is met.

Program Dates: **Fall:** August 8 to December 16, 2011. **Spring:** January 3 to May 25, 2012.
Summer: May 29 to July 27, 2012. Required paid training dates prior to start date.

Program Hours: **Fall/Spring**: Weekday Afternoons: 2:30 – 6 p.m. and either Wednesday or Friday Early Release once a week from 12:45 – 6 p.m. Some paid evening trainings are required. Times may vary depending on the school.
Summer: Program runs Monday through Friday from 6:30 a.m. – 6:00 p.m. Nutrition Instructors are scheduled to work 6 to 8 hrs/day (specific schedule decided upon hire).

Hourly Wage: Starting wage is **$11.05/hr**. for Nutrition Instructor I available 5 days a week including at least one early release day.
Wage is **$9.95/hr** for Substitute Nutrition Instructor I available only 3-4 days per week or no early release days.

Experience: **Requires minimum 6 months experience working in an organized recreation, child care, or school program with elementary age children in a group setting.** Good knowledge of teaching methods and procedures including ability to plan, organize and teach nutrition and physical fitness. Must be able to organize and manage paperwork including contact tallies and evaluations for lessons. Must have positive personality and child management skills. Good speaking and communication skills. Ability to work effectively with children, families, coworkers, and Community Services Department staff. Education in child development, nutrition and/or physical fitness is highly desirable. Computer skills are highly preferred. Must meet AZ Dept. of Health Services Child Day Care Center Teacher-Caregiver requirements. Requires successful completion of required selection process, successful completion of background investigation and verification of identity and work authorization.

Job Functions: Under the supervision of the Nutrition Coordinator and Community Education Coordinator:

- Working with and implementing Nutrition Network Grant objectives by organizing and teaching nutrition and physical fitness lessons at 11 after-school programs. This position rotates to a new site every 2 weeks.
- Establish and maintain effective relationships with children, parents, school staff and other community members.
- Maintain safety and management of class participants.
- Maintain an environment that promotes cooperation, learning, and enjoyment.
- Encourage high participation of students and track attendance of each class.
- Complete electronic weekly reporting regarding lesson attendance, information given out, anecdotal information, and other important data.
- Assist Program Manager and the site staff in their implementation of on going nutrition education at each site.
- Assist in training Nutrition Asst. Activity Leader in effective teaching methods and working successfully, positively with children.
- Assist in maintaining facility by keeping it clean, organized and secure.
- Help with daily site duties such as set-up and take-down (lifting and carrying).

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Pre-employment Requirements:

- Submit names, complete addresses and phone numbers of **6** references.
- Submit proof of negative TB/Tine test and MMR Immunization or inoculation.
- Must undergo fingerprint check.
- Must be at least 18 years of age.

Additional Requirements:

- Nutrition Program provides 2 staff shirts to new instructors. More shirts may be purchased upon hire.
- Must obtain Food Service Worker Card upon hire (prior to working at sites).
- Must attend our paid new employee orientation and trainings (prior to working at sites).

Apply: City of Tempe Community Services Department, Social Services
3500 S. Rural Rd. 2nd floor (Tempe Public Library), Tempe, AZ, 85282
Monday – Thursday 8 am – 6 pm, Friday 8 am – 5 pm.
Or apply online at www.tempe.gov/kidzone.

Questions: Contact Leah Sergeant at 480-350-5407.