

### Activity Leader

Human Services – Kid Zone Enrichment Program

**Opening Date:** April 8, 2024

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

**Hourly Wage:** \$17.00 per hour

**Work Schedule:** **Afternoons:** Monday – Friday.  
2:30/3:00/3:30/3:45 p.m. – 6 p.m. Schools have Friday early release every week & if able work 12:30/12:45/1:00/1:30 p.m. to 6:00 p.m.  
**Mornings:** Monday – Friday.  
Approximately 6:30 a.m. – 7:45/8:00/8:30/8:45 a.m.  
**Summer:** Monday – Friday.  
Approximately 6:30 a.m. – 12:30 p.m. / 8:30 a.m. – 12:30 p.m./  
12:00 p.m. – 6:00 p.m./ 1:00 p.m. – 5:00 p.m.

**This is a Temporary Non-Benefitted position.**

### Experience & Training:

- Requires experience working in an organized recreation, childcare, or school program with elementary/and or middle school age children.
- Education in child development, recreation, education or a related field is highly desirable.
- Must possess the skills to lead school-age activities in the areas of sports, games, music & arts and crafts.
- Must have a positive personality & child management skills.
- Must meet AZ Dept of Health Services Child Day Care Center Teacher-Caregiver requirements.

### Licenses/ Certifications:

- Kid Zone is licensed by the Department of Health Services & certified by the Department of Economic Security.
- Department of Public Safety Fingerprint Clearance Card is required.
- Must submit proof of MMR immunization & negative TB test.
- Must submit high school diploma or its equivalent, training records and/or college unofficial transcripts.
- Must be at least 18 years of age & undergo every & FBI background checks. Drug testing.
- Must be CPR/First Aid certified within 30 days of hire.
- Must submit names, addresses, & phone numbers of six references.

### Essential Job Functions:

- Work with Program Manager & co-workers to plan, organize, & direct a variety of recreational & educational before & after school activities for students within grades K-8.
- Maintain discipline, safety & control of the site.
- Establish & maintain effective relationships with children, parents, school staff & other community members.
- Maintain environment which promotes cooperation, learning & enjoyment.
- Assist children with special needs or disabilities & help integrate with others.

- Maintain facility by keeping it clean, organized & secure. Attend staff meetings & trainings.
- Assist with daily set up & take down of center: lifting & carrying tables & chairs & boxes.
- Encourage participation of students.
- Assist Instructors.
- Distribute snack.
- Assist with daily attendance, & records.
- Schedule & implement daily activities.

**Applicant Requirement:**

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

**SUBMIT APPLICATION TO:**

City of Tempe/ Kid Zone Enrichment Program  
Edna Vihel Arts Center/ 3340 S. Rural Road  
Tempe, Arizona 85282

**For questions, please contact:**

Leah Sergeant / Community Education Specialist  
480-350-5407  
[Leah\\_Sergeant@tempe.gov](mailto:Leah_Sergeant@tempe.gov)

**Equal Employment Opportunity:** *The City of Tempe is an Equal Opportunity / Reasonable Accommodation employer. The City does not discriminate on the basis of race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, the City will make a reasonable accommodation(s) during the recruitment & selection process. Persons with a disability may request a reasonable accommodation by contacting Human Resources at 480-350-8276. Requests should be made as early as possible to allow time to arrange the accommodation.*



# Temporary Employment Application

Last Name:		First Name:		MI:
Street Address:			City, State, Zip	
Phone Number:		E-Mail Address:		

Position(s) applying for \_\_\_\_\_

Do you possess a valid Driver's License (may be required for certain positions)?  Yes  No

Your age group is?  15-17 years  18-20 years  21 years+

Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States?  Yes  No

Have you ever worked for the City of Tempe?  Yes  No

If yes, from \_\_\_\_\_ (mm/yy) to \_\_\_\_\_ (mm/yy)

Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee?  Yes  No If yes, please indicate his/her name, position, and relationship to you:

---



---



---

To assist us with verifying previous work experience and /or education, please list other names you have gone by:

---

Are you a veteran?  Yes  No

NOTE: If you are claiming Civil Service Preference for Veterans under ARS 38-492, you must submit a copy of your DD214 (Member-2 or 4) at the time you are invited to a testing process.

Dates available: From \_\_\_\_\_ To \_\_\_\_\_

Please specify times you are available to work on the chart below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Have you obtained a high school diploma or a high school equivalent certification?  Yes  No

If no, please indicate your highest grade level completed \_\_\_\_\_

**Education from an accredited College/University:**

College:	Major:	Type of Degree:	Degree Completed:
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Trade and/or Technical Schools:**

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Certification or Registration (CPR, First Aid, Adv. Lifesaving, Lifeguard Training, W.S.I etc.)**

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

Special training *that relates to this position*:

---



---

List computer software program(s) with which you are proficient in operating *that relate to this position*:

---



---



---

**Language Proficiency (other than English):**

Language:	Speak:	Read:	Write:
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years. Your qualifications will be evaluated **solely** on the application form and, if applicable, any supplemental questionnaire(s).

**DO NOT WRITE "SEE RESUME" IN THE SPACES BELOW.**

---

Place of Employment or Volunteer Experience:

---

Address:

---

Phone:

---

Job Title:

---

Employees Supervised:

---

Supervisor (Name/Title/Phone):

---

Employment Dates (mm/yy):

---

Hours Per Week:

---

Wage: \$            per

---

Work Performed:

---

---

---

---

---

Reason for Leaving:

---

Place of Employment or Volunteer Experience:

---

Address:

---

Phone:

---

Job Title:

---

Employees Supervised:

---

Supervisor (Name/Title/Phone):

---

Employment Dates (mm/yy):

---

Hours per Week:

---

Wage: \$            per

---

Work Performed:

---

---

---

---

---

Reason for Leaving:

---

Place of Employment or Volunteer Experience:

---

Address:

---

Phone:

---

Job Title:

---

Employees Supervised:

---

Supervisor (Name/Title/Phone):

---

Employment Dates (mm/yy):

---

Hours Per Week:

---

Wage: \$            per

---

Work Performed:

---

---

---

---

---

Reason for Leaving:

Place of Employment or Volunteer Experience:		
Address:	Phone:	
Job Title:	Employees Supervised:	
Supervisor (Name/Title/Phone):		
Employment Dates (mm/yy):		
Hours Per Week:	Wage: \$	per
Work Performed:		
Reason for Leaving:		

**Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?**

Yes  No *If Yes, please explain:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.</b>		
<p>I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City Service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.</p>		
Print Applicant's Name	Applicant Signature	Date

<b><u>FOR ADMINISTRATIVE USE ONLY</u></b>	
Job Code: _____	Cost Center: _____
Title: _____	Hourly Wage: _____
Supervisor: _____	Weekly Hours: _____