



City of Tempe

KID ZONE SITE LEAD

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	552	<i>Department:</i>	Human Services
<i>Supervision Level:</i>	Non-supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Administrative Assistant II+
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes
Click here for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives direction from supervisory or management staff.
Exercises functional lead supervision over part-time, temporary Kid Zone staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Two (2) years recreation, elementary education or early childhood programming experience. Facility management experience is preferred.
<i>Education:</i>	Equivalent to an associate degree in recreation, elementary education, early childhood education or degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Possession of, or required to obtain within thirty (30) days of hire, a valid CPR/AED and First Aid Certificate. ● Possession of the appropriate credentials and qualifications to qualify for Site Director as required by the Arizona Department of Health Services Office of Child Care Licensing.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To assist and participate in the supervision of daily operations of one before and after school program or one early childhood program.

OTHER DUTIES AS ASSIGNED
Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Design, organize, direct and teach a variety of recreational and educational activities for up to 50-100 students grades preschool to 8th grade who are registered in the Kid Zone program.
- Participate in and assist with training, supervising, supporting and evaluating part-time temporary staff at assigned Kid Zone site.
- Work break camps during the school year and summer.
- Coordinate and communicate effectively with City staff and school district staff.
- Maintain informative and supportive relationships with parents.
- Maintain discipline, safety and control of site.
- Attend all staff meetings and trainings; plan and facilitate regular site staff meetings.
- Build strong relationships with school staff and be a part of the school community.
- Maintain files, attendance records and monitor Time Clock.
- Ensure compliance with all AZ Department of Health Services and the Department of Economic Security policies and regulations.
- Maintain adequate resources of supplies and equipment while staying within allotted budget.
- Organize daily set-up and take-down of center.
- Perform related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective September 2016

Revised March 2019 (Reorg – moved to Human Services Department)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Kid Zone Site Lead

Job Code: 552

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

	Never	Occas.	Freq.	Contin.
	0% of time	1-35% of time	36-65% of time	66-100% of time

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*		X		
Personal Protective Equipment*	X			
Computer Software				X
Fumes	X			
Chemicals			X	

ENVIRONMENT				
Indoors			X	
Outdoors		X		
Working in or around water	X			
Extreme Heat		X		
Extreme Cold	X			
Office Setting		X		
Confined Spaces	X			
Excessive Noise**		X		
Heights	X			
Sewage Exposure	X			
Bodily Fluid Exposure		X		

ENDURANCE				
Sit		X		
Stationary / Stand			X	
Traverse / Move				X

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)		X
Distance (clear vision at 20 feet or more)		X
Color (ability to identify and distinguish colors)		X
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)		X
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)		X
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)		X
No Special Vision Requirements		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl	X	
Above Shoulder Level		X
Below Shoulder Level		X
Repetitive Arm Use		X
Repetitive Wrist Use		X
Repetitive Hand Use		X
Neck Range of Motion		X
Climb Stairs / Ladders		X
Traverse Uneven Surface		X
Traverse Even Surface		X

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**** Hearing test is required**