



City of Tempe

COMMUNITY EDUCATION SPECIALIST

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	185	<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>	No	<i>Physical:</i>	No
Click here for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives general supervision from supervisory and/or management staff.
May exercise functional and technical supervision over technical, clerical, temporary and volunteer staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Two (2) years of experience administering community education, recreation, or social services programs.
<i>Education:</i>	Equivalent to a bachelor’s degree from an accredited college or university with major work in recreation administration, education, family studies, business, or a related field according to the requirements of assigned area.
<i>License / Certification:</i>	Possession of a valid driver’s license.

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 perform a variety of highly responsible confidential and complex administrative duties associated with monitoring and assisting in the daily operations of the Kid Zone program; to perform a variety of entry-level professional and technical work involved in the recruiting, hiring, placement, training and retention of temporary, volunteer, and/or contract staff for the Kid Zone program; to maintain the supply process for the Kid Zone 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.

- Monitor and assist with the daily operations of the Kid Zone Program; collection of revenue through parent fees and Department of Economic Security (DES) assistance; monitor and maintain program participant's financial accounts for program sessions.
- Create payment plans, determine financial assistance or waive fees for participants; determine enrollment status for participants when non-compliant; determine and monitor eligibility of scholarship assisted participants; track and report number of participants on scholarships and DES assistance for budget review.
- Oversee the collection, completeness and accuracy of Department of Health Services (DHS) registration forms and program contracts for participants for school year, summer, and camps for the Kid Zone program; process registration forms; prepare weekly reports of class rosters, program rosters, billing notices, site attendance, and sign in/out sheets for the Kid Zone program.
- Oversee the collection, completeness and accuracy of program supply orders and inventories; process order forms; prepare site supplies and monitor records related to site supplies.
- Develop computer systems for reporting and tracking supply purchases and site orders and reporting inventory process; report school year, camp and summer supply usage for fiscal year.
- Establish, organize, and maintain filing systems for payments, registrations, DES and scholarship authorizations and DES billing; monitor and maintain participant schedule changes and updated enrollment information; monitor delinquent accounts; review custodial paperwork.
- Develop, schedule and facilitate training for site coordinators and managers on all aspects of the supply process including supply paperwork, policies and compliance with DHS requirements for site supplies and equipment.
- Develop and implement multiple site supply and materials inventory audits for DHS and program and report findings to supervisors, Site Coordinators and Program Managers.
- Recommend improvements and develop new systems, policies and procedures; create and/or revise documents to improve work unit productivity and efficiency; review and revise employee and parent handbook, warehouse forms and ordering procedures.
- Create, revise and updated Kid Zone Summer Enrichment Program site filed trip notebook, including DHS information, safety information, bus and destination schedules and signs.
- Develop and implement computer systems for reporting and tracking supply purchases and site orders; prepare reports to monitor school year, camps and summer supply orders and usage for budget preparations.
- Supervise, train, and evaluate temporary and/or volunteer Kid Zone staff.
- Handle and maintain sensitive and confidential information and records.
- Communicate with school district personnel to obtain summer bus schedules and summer school programming; disseminate information to site staff to ensure safety of children; communicate with school staff to obtain information regarding participant's current contact information and absences.
- Lead and/or assist with summer field trip planning; research age-appropriate field trips; act as liaison with transportation vendor; create summer buss schedule; communicate and

correspond with area businesses to coordinate field trip activities; resolve issues/concerns regarding field trips; process payment for field trips.

- Accompany sites during field trips to evaluate conformance with Kid Zone Enrichment Program and DHS standards; communicate with vendors regarding DHS requirements.
- Communicate with internal and external customers regarding program policies; monitor and enforce compliance regarding sign in/out procedures, schedule changes, child late pick-ups, and non-payment issues; resolve complaints.
- Complete monthly DES billing; receive and review DES childcare authorizations and scholarship eligibility letters; update participant's accounts when authorizations received; maintain parent/provider agreement forms for DES compliance; communicate with DES and Child Protective Services (CPS) personnel regarding childcare authorizations and billing issues.
- Develop, implement and maintain monthly DES revenue reports by individual school and individual participant and total yearly DES revenue; process and collect DES revenue.
- Coordinate recruitment activities for temporary employees within the Kid Zone program, including composing recruitment postings; develop and distribute advertisements to various outside agencies; review and evaluate applications and selection; schedule and conduct interviews; compose and update interview questions; and perform reference checks.
- Consult with applicants regarding position availability, recruitment processes; respond to requests for information.
- Maintain Kid Zone temporary employee files and ensure compliance with DHS requirements.
- Prepare and maintain job descriptions for temporary employees for the Kid Zone program; assess positions and compensation in comparison to positions in similar programs within the valley.
- Process new hire and re-hire paperwork for temporary employees within the Kid Zone program; distribute, explain and monitor the Drug-Free Workplace paperwork during training sessions
- Analyze staffing/child ratios; determine placement of temporary staff according to qualifications, budget requirements, restrictions and National Afterschool Alliance (NAA) standards.
- Organize on-site new employee training for Kid Zone employees; schedule First Aid and CPR classes for Kid Zone employees.
- Respond to Kid Zone employee questions and complaints.
- Generate various reports; input and monitor records; ensure compliance with DHS requirements.
- Track Kid Zone employee turnover rates.
- Prepare and present training programs to employees and facilitate training sessions and workshops; ensure consistency of training with overall program needs; evaluate effectiveness and prepare report of results.
- Establish training schedules; monitor, develop, modify and coordinate program curricula for training; identify methods of delivery.
- Conduct individual employee development consultations; develop individual training/education plans.
- Compile a variety of statistical reports; tabulate data; prepare training, retention and evaluation reports.

- Research materials to remain current in the training and development field including participation in education and training programs.
- Manage the staff shirt program; work with vendors to create new staff items including Kid Zone hats, visors, Nutrition Grant shirts, aprons and children's shirts
- Create, update and maintain the Kid Zone Enrichment Program's website.
- Organize and maintain supply process for all sites including schedules for site orders, purchases, distribution and warehouse restocking.
- Ensure supplies purchased through the Nutrition Grant meet grant requirements for use at the Title One elementary schools within the City of Tempe.
- Purchase supplies from vendors according to City procurement rules and policies; receive orders and verify for completeness and accuracy; deliver orders to sites monthly.
- Manage the Hansen Information Technology database including order input, transfers, tracking, supply issuance and compile restocking information.
- Pay for site supply purchases using City credit card or requisition process.
- Maintain records for each site to show supply purchases, patterns and use; monitor and maintain site supply budgets.
- Oversee the AM phone for staff absences, place staff according to licensing ratios, record information for payroll
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

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
<p><i>Effective January 2005</i> <i>Revised September 2006 (update job duties)</i> <i>Revised July 2007 (update job duties)</i> <i>Revised Feb 2011 (Driver's license requirement)</i> <i>Revised November 2015 (title change, and additional job duties)</i> <i>Revised October 2019 (title change and dept.)</i></p>