



**Kid Zone Enrichment Program
Employment Opportunity**

Human Services Department / Vihel Building – 3340 S. Rural Road - Tempe, Arizona 85282 - (480) 350-5405

Kid Zone Activity Leader

Opening Date: Summer/Fall Spring Sessions

Closing Date: Subject to closing without notice when the needs of the City are met.

Program Hours: Afternoons - Monday – Friday approximately 2:15/2:45/ 3:15 – 6 p.m.

All schools have Friday early release day every week. Afternoon staff must be available to work this day and time in order to be considered permanent (12:15/12:45/1:15 - 6p.m.) Times vary depending on the school.

Mornings: Monday – Friday 6:30 a.m. – 7:45/ 8/8:30/8:45 a.m.

Summer: Monday – Friday 6:30 a.m. - 12:30 p.m. / 12-6 p.m.

Experience and Training:

Requires 6 months experience working in an organized recreation, childcare, or school program with elementary 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 and arts and crafts. Must have a positive personality and child management skills. Must meet AZ Dept. of Health Services Child Day Care Center Teacher-Caregiver requirements (listed on back.) Requires successful completion of required selection process, successful completion of background investigation and verification of identity and work authorization.

Essential Job Functions:

Under the supervision of the Program Manager:

- * Work with Program Manager and co-workers to plan, organize, and direct a variety of recreational and educational before and after school activities for students within grades K-5
- * Establish and maintain effective relationships with the children, parents, school staff and other community members.
- * Maintain discipline, safety and control of site.
- * Maintain an environment which promotes cooperation, learning and enjoyment.
- * Assist children with special needs or disabilities and help to integrate them with others
- * Assist Program Manager with daily attendance and records, scheduling and implementing daily activities, distributing daily snacks and assisting in any manner as requested.
- * Encourage high participation of students in daily activities and planning process.
- * Assist all visiting instructors.
- * Assist in maintaining facility by keeping it clean, organized and secure.
- * Assist with daily set-up/take-down of center: lifting and carrying tables, chairs and boxes.
- * Attend all staff meetings and trainings.
- * May be designated as Interim Program Manager to act in Program Manager's absence.
- * Submit names, complete addresses and phone numbers of six 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.

Pre-employment Requirements:

Additional Requirements:

- * Must be available for additional hours on "early release" days (see the job standards form).
- * Must be CPR/1st Aid certified within 30 days hire.
- * Must purchase staff shirts
- * Must attend our paid new employee orientation and training prior to working at the sites.

Apply:

City of Tempe Edna Vihel Building /3340 S. Rural Rd. / Tempe, AZ 85282. Monday – Friday: 8 a.m. - 5 p.m. / 480-350-5405 [Kid Zone Online Application](#)

Arizona Department of Health Services

R9-5-402. Personnel qualifications

B. Teacher-caregivers (*Kid Zone Activity Leader*) shall be at least 18 years of age and appropriately qualified as specified in the table of qualification standards following this rule.

Table of Qualification Standards

Child Day Care Center Teacher-Caregiver (*Kid Zone Activity Leader*)

Each teacher-caregiver shall meet ONE OF THE FOLLOWING SETS of minimum academic and qualifying experience.

<u>ACADEMIC COURSEWORK</u>	<u>AND</u>	<u>CHILD CARE QUALIFYING EXPERIENCE</u>
A high school diploma or its equivalent. OR	and	Six months
A Child Development Associate credential or its equivalent. OR	and	N/A
Associate or bachelors degree in early childhood education, child development or closely related field.	and	N/A

Copy of diploma or transcript of academic coursework will be required.