



**Kid Zone Enrichment Program
Employment Opportunity**

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

Kid Zone Assistant Activity Leader & Assistant Activity Leader 2

Opening Date: Summer/Fall/Spring Sessions

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

Program Hours: **Afternoons: M-F 2:30/3/3:30 – 6 p.m. and Fridays from 12:30/1/1:30 – 6 p.m. Times vary depending on the school.** All schools have a F early release day every week. It is not required that AAL's be available for FER but is preferred. High School students must work 5 days per wk. AAL 2's are able to work less than five days per week.
Mornings: M – F 6:30 a.m. – 7:45/8/8:30/8:45 a.m.
Summer: Monday – Friday 6:30 a.m. -12:30 p.m./ 8:30 a.m. -12:30 p.m./ 12-6 p.m./ 1-5 p.m.

Experience and Training: Requires some experience in an organized recreation, childcare, or school program with elementary age children. Classes in child development, recreation, or a related field are highly desirable. Must possess the ability to lead school-age activities in the areas of sports, games, music and arts and crafts. Must have a positive personality, be willing to learn and like children. Must meet AZ Dept. of Health Services Child Day Care Center Assistant 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 before and after school activities for students within grades K-5 registered in the Kid Zone.
- * Establish and maintain effective relationships with the children, parents, and school staff
- * Maintain discipline, safety and control of site.
- * Maintain an environment that promotes cooperation, learning and enjoyment.
- * Assist Program Manager in implementing daily activities, distributing daily snacks, cleaning and assisting in any manner as requested.
- * Assist all visiting instructors.
- * Assist in maintaining the facility. Keep clean, organized and secure.
- * Assist with daily set-up and take-down of center: Lifting and carrying tables, chairs and boxes.
- * Attend all staff meetings and trainings as scheduled.

Pre-employment Requirements:

- * 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.
- * AAL's must be at least 16 years of age
- * AAL 2's must be at least 18 years of age

Additional Requirements:

- * Must be willing to participate in swimming activities on swimming field trip days.
- * Must purchase staff shirts *Must attend our paid new employee orientation and trainings

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. Assistant Teacher-caregivers (*Kid Zone Assistant Activity Leader*) shall be at least 16 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 Assistant Teacher-Caregiver (*Kid Zone Assistant Activity Leader*)

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

ACADEMIC COURSEWORK

AND

CHILD CARE QUALIFYING EXPERIENCE

A high school diploma or its equivalent and have an interest in working with children.

and

N/A

OR

Enrolled in high school or equivalent and have an interest in working with children.

and

N/A

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