



**Kid Zone Enrichment Program  
Employment Opportunity**

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

**Kid Zone Assistant Program Manager**

**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 experience in all aspects of managing or assisting to manage an activity center, coordinating, planning and implementing activities for elementary age children and supervising staff. An AA degree (or equivalent education) in Education, Recreation or a related field preferred. Must have a positive personality and strong 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:

- \* Assist in designing, organizing, directing and teaching a variety of recreational and educational activities for students within grades K-5 registered in the Kid Zone.
- \* Maintain informative and supportive relationship with parents.
- \* Maintain discipline, safety and control of site.
- \* Participate in training, supporting, and evaluating of center staff.
- \* Attend all staff meetings and trainings. Participate in regular site staff meetings.
- \* Help maintain files, attendance records, and accept fee payments from parents.
- \* Assist Program Manager in ensuring center complies with all AZ DHS and Dept. of Economic Security regulations.
- \* Encourage high participation of students in daily activities and planning process.
- \* Maintain the facility by keeping it clean, organized & secure. Report problems. clean,
- \* Assist in ordering of supplies and equipment while staying within allotted budget. Maintain equipment in safe working order.
- \* Assist in daily set-up and take-down of center: lifting/moving tables, chairs & boxes.

**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.
- \* Must be at least 18 years of age.

**Additional Requirements:**

- \* Must be CPR/1st Aid certified within 30 days of hire.
- \* Must purchase staff shirts
- \* Must attend our paid new employee orientation and trainings (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 Asst. Program Manager*) 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 Asst. Program Manager*)

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. <b>OR</b>	and	Six months
A Child Development Associate credential or its equivalent. <b>OR</b>	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.