



**Kid Zone Enrichment Program
Employment Opportunity**

Human Services Dept/ Vihel Building/ 3340 S. Rural Road/Tempe, Arizona 85282 (480) 350-5405 www.tempe.gov/kidzone

Kid Zone 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: Schoolyear Afternoons: Monday – Friday approximately 2/ 2:30/3– 6 p.m. and Friday Early Release hours are either from 12/12:30/ or 1 – 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 **Mornings: Monday – Friday 6:30 a.m. – 7:45/8:15/8:30/8:45 a.m.**
Summer: Monday – Friday 6:30 a.m. - 12:30 p.m. or 12-6 p.m.
- Experience and Training:** Requires experience in all aspects of managing an activity center, coordinating, planning and implementing activities for elementary age children and supervising staff. Bachelor's degree 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 Director 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 Community Education Coordinator and the Kid Zone Administrator:
- * Design, organize, direct and teach a variety of recreational and educational activities for students within grades K-8 registered in the Kid Zone.
 - * Coordinate and communicate effectively with the City of Tempe employees including school district staff and participating agencies. Create special events and participate in special programs.
 - * Maintain informative and supportive relationship with parents.
 - * Maintain discipline, safety and control of site.
 - * Participate in hiring, training, supervising, supporting, and evaluating of site staff.
 - * Attend all staff meetings and trainings. Plan and facilitate regular site staff meetings.
 - * Serve and participate in KZAC process for after-school quality assessment.
 - * Maintain files, attendance records, and payroll on computer system.
 - * Ensure center complies with all AZ DHS and Dept. of Economic Security regulations.
 - * Encourage high participation of students and employees in daily activities and planning process.
 - * Maintain the facility by keeping it clean, organized & secure. Report problems.
 - * Maintain adequate resources of supplies and equipment while staying within allotted budget. Maintain equipment in safe working order. Arrange for repairs/replacement.
 - * Organize daily set-up and take-down of center: lifting/moving tables, chairs & boxes.
- Pre-employment Requirements:**
- * Submit names, complete addresses and phone numbers of references.
 - * Submit proof of negative TB/Tine test and MMR Immunization or inoculation.
 - * Must undergo City FBI fingerprint check and Everify. * Must possess DPS fingerprint card.
 - * Must be at least 21 years of age. * Must complete DHS directorship papers
- Additional Requirements:**
- * Must be available for additional hours on "early release" days and early release week.
 - * Must be CPR/1st Aid certified within 30 days of hire Must purchase staff polo shirts & attend paid new employee orientation.

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

A. The center director (*Kid Zone Program Manager*) shall be at least 21 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 Director (*Kid Zone Program Manager*)

Each center director 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 with at least six hours of academic course work or 90 hours of documented workshop experience in early childhood education or child development.

and

Two years

OR

A Child Development Associate credential or its equivalent with at least six hours of academic course work or 90 hours of documented workshop experience in early childhood education or child development.

and

Eighteen months

OR

One year of college with at least six hours of academic coursework in early childhood education, child development or closely related field.

and

Eighteen months

OR

An associate degree in early childhood education, child development or closely related field.

and

Six months

OR

A bachelors degree in early childhood education, child development or closely related field.

and

Three months

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