

**Kid Zone Enrichment Program
Employment Opportunity**



Human Services Department/ Vihel Building/3340 S. Rural Road/ Tempe, AZ 85282 480-350-5405

Special Recreation Activity Leader I & II

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 2:30/3:00/ 3:30 – 6 p.m.

All schools have F early release day every week. Afternoon staff must be available to work this day and time in order to be considered permanent (12:30/1:00/1:15 - 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./ 8:30 a.m. - 12:30 p.m./ 12-6 p.m./ 1-5 p.m.

Experience and Training

Requires experience in coordinating activities for children with special needs or disabilities. Requires experience working in an organized recreation, childcare, or school program with elementary age children. Coursework in education, special education, recreation, or related field is highly desirable. Must have a positive personality and strong child management skills. Must be able to lead school-age activities in sports, games, music and arts & crafts. Must be able to handle emergency medical situations that might occur with children with special needs (eg. seizures.) Must meet AZ Dept. of Health Services child day care center teacher-caregiver requirements (listed on back.) Must successfully complete required selection process, background investigation and verification of identity and work authorization.

Essential Job Functions:

Under the supervision of the Program Manager:

- * Work with Program Manager and help train co-workers to accommodate children with special needs or disabilities with other participants in the Kid Zone program.
- * Work with Program Manager and co-workers to plan, organize, and direct a variety of recreational and educational activities for participating students within grades K-5.
- * Establish and maintain effective relationships with children, parents, school staff and community members.
- * Maintain discipline, safety and control of site.
- * Maintain an environment which promotes cooperation, learning and enjoyment.
- * 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 the facility by keeping it clean, organized and secure.
- * Assist with daily set-up and take-down of site: lifting & moving tables, chairs & boxes.
- * Attend all staff meetings and trainings and other designated trainings pertaining to accommodating children with special needs and related topics.
- * 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:

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

Additional Requirements:

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.	and	Six months
OR A Child Development Associate credential or its equivalent.	and	N/A
OR 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.