

## Kid Zone Nutrition Asst. Activity Leader

**Opening Date:**

**Closing Date:**

**Program Dates:**

**Program Hours: Afternoons: Monday – Friday approximately 2:15/2:30/3:30 – 6 p.m.**

All schools have either a W or F early release day every week. Afternoon staff must be available to work one of these days in order to be considered permanent (12:15/12:30/1:30 - 6p.m.) **Times vary depending on the school.**

**Mornings: Monday – Friday 6:15/6:30 a.m. – 7:30/8:15/8:30 a.m.**

**Summer:** Program runs Monday through Friday from 6:30 a.m. – 6:00 p.m. Staff are scheduled to work 4-6 hrs/day (specific schedule based on staff availability and program need.)

**Rate of Pay:** Starting wage is \$8.50 per hr. for Nutrition Asst. Activity Leader available 5 days a week including at least one early release day.

**Experience:** **Requires some experience working in an organized recreation, child care or school program with elementary age children.** Education in child development, nutrition and/or physical fitness is highly desirable. Must possess the ability to plan, organize, and implement centers focused on nutrition and physical fitness for school-age children. Must be able to organize and manage paperwork including contact tallies and evaluations for centers. Must have positive personality, willingness to learn and child management skills. Must have good speaking/communication skills and the ability to work effectively with children, families, coworkers, and Community Services Department staff. Must meet AZ Dept. of Health Services Child Day Care Center Assistant Teacher-Caregiver requirements. Requires successful completion of required selection process, successful completion of background investigation and verification of identity and work authorization.

**Job Functions:** Under the supervision of the Nutrition Program Coordinators and Community Education Coordinator:

- Working with and implementing Nutrition Network Grant objectives by assisting Nutrition Educator I or II teaching nutrition and physical fitness lessons at 10 after-school programs. This position rotates to a new site every 8 weeks.
- Create and implement independent learning centers related to nutrition and physical activity daily.
- Completing supply orders, posters and center signs for activities.
- Establish and maintain effective relationships with the children, parents, school staff and other community members.
- Assist in maintaining safety and control of class participants.
- Assist in maintaining an environment that promotes cooperation, learning and enjoyment.
- Encourage high participation of students and track attendance of each class.
- Assist in maintaining facility by keeping it clean, organized and secure.
- Help with daily site duties such as set-up and take-down (lifting and carrying).

**Pre-employment Requirements:**

- Submit names, complete addresses and phone numbers of **6** references.
- Submit proof of negative TB/Tine test and MMR Immunization or inoculation.
- Must undergo fingerprint check.
- Must have high school diploma or equivalent.

**Additional Requirements:**

- Nutrition Program provides staff shirts to new instructors. More shirts may be purchased upon hire.
- Must obtain a Food Handler's Certificate (prior to working at sites).
- Must attend our paid new employee orientation and trainings (prior to working at sites).

\*This position is eligible for promotion to Nutrition Educator I upon successful completion of required experience, positive evaluations, and availability of Educator I position.

**Apply:** City of Tempe Kid Zone  
3340 S. Rural Rd., Edna Vihel Building  
Tempe, AZ, 85282  
Monday – Friday 8 am – 5 pm.  
Or apply online at [www.tempe.gov/kidzone](http://www.tempe.gov/kidzone).

**Questions:** Contact Leah Sergeant at 480-350-5407.