



City of Tempe

KID ZONE SITE LEAD

JOB CLASSIFICATION INFORMATION				
<i>Job Code:</i>	552		<i>FLSA Status:</i>	Non-exempt
<i>Department:</i>	Human Services		<i>Salary / Hourly Minimum:</i>	\$17.431731
<i>Supervision Level:</i>	Non-supervisor		<i>Salary / Hourly Maximum:</i>	\$23.532692
<i>Employee Group:</i>	NSU		<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified		<i>Market Group:</i>	Administrative Assistant II+
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i>	Administrative Support

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
Receives direction from supervisory or management staff.
Exercises functional lead supervision over part-time, temporary Kid Zone staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Two years recreation, elementary education or early childhood programming. Some facility management experience is desirable.
<i>Education:</i>	Equivalent to the completion of an Associate's degree in recreation, elementary education, early childhood education or degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Possession of, or required to obtain, an appropriate, valid CPR/AED and First Aid Certificate within 30 days of hire. ● Possess at the time of hire the appropriate credentials and qualifications to qualify for Site Director as required by the Arizona Department of Health Services Office of Child Care Licensing.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City's stated mission and values. To assist and participate in the supervision of daily operations of one before and after school program or one early childhood program.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Design, organize, direct and teach a variety of recreational and educational activities for up to 50-100 students grades preschool to 8th grade who are registered in the Kid Zone program.
- Participate in and assist with training, supervising, supporting and evaluating part-time temporary staff at assigned Kid Zone site.
- Work break camps during the school year and summer.
- Coordinate and communicate effectively with City staff and school district staff.
- Maintain informative and supportive relationships with parents.
- Maintain discipline, safety and control of site.
- Attend all staff meetings and trainings; plan and facilitate regular site staff meetings.
- Build strong relationships with school staff and be a part of the school community.
- Maintain files, attendance records and monitor Time Clock.
- Ensure compliance with all AZ Department of Health Services and the Department of Economic Security policies and regulations.
- Maintain adequate resources of supplies and equipment while staying within allotted budget.
- Organize daily set-up and take-down of center; lifting/moving tables, chairs and boxes.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operates computer, office copier, and printer; enters information into laptop;
- Occasional lifting or moving of items weighing up to 30 pounds;
- Possible exposure to bodily fluids and/or blood due to working with children;
- May require working extended hours when assigned to a before and after school program site, will require a split shift working morning and afternoon.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn

Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective September 2016</i> <i>Revised March 2019 (Reorg – moved to Human Services Department)</i></p>