

Kid Zone Nutrition, Physical Activity, and/or Garden Instructor I and Instructor II

Opening Date: July 2017

Closing Date: Subject to closing without notice when the needs of the of the City are met

Program Dates: Fall:

Spring:

Summer:

Required paid training dates prior to start date

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. Nutrition Instructors are scheduled to work 4 to 6 hrs/day depending upon instructor availability and program need.

Rate of Pay: Nutrition Instructor I: \$11.25/hr. if available 5 days/week including at least one early release day.
\$10.13/hr for Substitute Nutrition Instructor I available only 3-4 days per week or no early release days.

Nutrition Instructor II: \$13.23/hr. if available 5 days/week including at least one early release day.
\$11.91/hr for Substitute Nutrition Instructor II available only 3-4 days/week or no early release days.

Experience: **Nutrition Instructor I requires minimum 6 months experience working in an organized recreation, child care, or school program with elementary age children in a group setting. Nutrition Instructor II requires 12 months experience including some experience teaching nutrition, gardening, and/or physical fitness concepts. Education in Nutrition or related field highly desired.** Good knowledge of teaching methods and procedures including ability to plan, organize and teach nutrition, gardening, and physical fitness. Must be able to organize and manage paperwork including contact tallies and evaluations for lessons. Must have positive personality and child management skills. Good speaking and communication skills. Ability to work effectively with children, families, coworkers, and Community Services Department staff. Education in child development, nutrition, gardening, and/or physical fitness is highly desirable. Basic food prep, food handling, and cooking skills also desirable. Computer skills are highly preferred. Must meet AZ Dept. of Health Services Child Day Care Center 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 planning, organizing and teaching nutrition, gardening, and/or physical activity lessons at 10 K-8 after-school programs.
- Assist with nutrition, gardening, and/or physical activity promotion at special events.
- Establish and maintain effective relationships with children, parents, school staff and other community members.
- Maintain safety and management of class participants.
- Maintain an environment that promotes cooperation, learning, and enjoyment.
- Encourage high participation of students and track attendance of each class.
- Complete electronic weekly reporting regarding lesson attendance, information given out, anecdotal information, and other important data.
- Assist Program Manager and the site staff in their implementation of ongoing nutrition, gardening, and/or physical activity education at each site.
- Assist in training Nutrition Asst. Activity Leader in effective teaching methods that include working successfully and positively with children.
- Assist in maintaining facility by keeping it clean, organized and secure.
- Help with daily site duties such as check-in, site set-up, take-down, and greeting parents.
- Assist in maintaining the discipline, safety, and control of site.

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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 be at least 18 years of age.

Additional Requirements:

- Nutrition Program provides staff shirts to new instructors. More shirts may be purchased upon hire.
- Must obtain Food Handler's Certificate upon hire (prior to working at sites).
- Must obtain CPR/First Aid Certification upon hire (within 30 days of hiring date).
- Must attend our paid new employee orientation and trainings (prior to working at sites).

Apply: City of Tempe

3340 S. Rural Rd. Edna Vihel Building

Tempe, AZ, 85282

Monday – Friday 8 am – 5 pm.

Or apply online at www.tempe.gov/kidzone.

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