

Department: Parks, Recreation, and Tourism Pay Grade: Part-Time
Reports To: KidZone Coordinator FLSA Status: Non-Exempt
Revised: 09/2009 Reviewed: 09/2009

GENERAL STATEMENT OF DUTIES

Performs responsible recreational, skilled childcare in accordance with the program standards for children and/or youth at Green Ridge Recreation Center in the KidZone. Responsible for organizing, planning and engaging in organized recreational activities with children ages six weeks to eight years of age. Organizes and schedules activities to include appropriate games, music, arts and crafts. Performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Plans, organizes and conducts or participates in games, music, arts, crafts, playground and other appropriate activities.
- Supervises all activities to ensure the protection and safety of all participants.
- Provides a positive and authoritative approach to guiding behavior using age-appropriate limits and choices.
- Encourages children to take responsibility for their role in the recreation community.

POSITION REQUIREMENTS/PREFERENCES

Education Preferred: High School Diploma or equivalent; or College level courses; or six month's programmatic experience with children ages six weeks to eight years of age.

Experience Required: Some experience working with children in a structured environment.
Preferred: Six month's experience in structured group childcare setting.

Certifications/
Licenses Required: Must have current Red Cross First Aid, CPR, and AED certificates or obtain after employment.

POSITION REQUIREMENTS/PREFERENCES (CONTINUED)

Knowledge, Skills and Abilities

- General knowledge of recreational activities suitable for children ages six weeks to eight years of age.
- Ability to deal effectively with participants, encouraging participation in the various activities
- Ability to develop and maintain effective relationships with other employees, activity participants and the general public.

Additional Requirements Must be age sixteen (16) or older. Subject to a complete criminal history and Child Protective Services background search with acceptable results. Good physical condition. Following a conditional offer of employment, must pass a post offer physical examination or test. Must be able to perform the job as described in the Physical and Environmental Demands section of this job description.

Supervisory This position has no supervisory responsibilities.

Responsibilities

OVERALL PHYSICAL STRENGTH DEMAND

MEDIUM Lift and/or exert force of 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.

PHYSICAL DEMANDS

C = Continuously 5.5 to 8+ hours daily F = Frequently 2.5 to 5.5 hours daily O = Occasionally Up to 2.5 hours daily R = Rarely Less than 1 hour per week N = Never Never occurs

Code	Physical Demand	Code	Physical Demand
F	Standing	F	Sitting
F	Walking	F	Lifting
F	Carrying	O	Pushing/Pulling
F	Reaching	F	Handling
F	Fine Dexterity	F	Kneeling
F	Crouching	O	Crawling
F	Bending	F	Twisting
R	Climbing	O	Balancing
C	Vision (Correction Required: NA)	C	Hearing
C	Talking	N	Foot Controls (driving, operation of equip, etc.)

ENVIRONMENTAL FACTORS

D = Daily W = Several Times Per Week M = Several Times Per Month S = Seasonally R - Rarely N = Never

Code	Health and Safety	Code	Environmental Factors
R	Mechanical Hazards	R	Dirt and Dust
R	Chemical Hazards	S	Extreme Temperatures
R	Electrical Hazards	D	Noise and Vibration
R	Fire Hazards	R	Fumes and Odors
R	Explosives	R	Wetness/Humidity
D	Communicable Diseases	R	Darkness or Poor Lighting
R	Physical Danger or Abuse		Other (specify)

PRIMARY WORK LOCATION

Green Ridge Recreation Center – KidZone

MACHINES, TOOLS, EQUIPMENT, WORK AIDS

Office equipment, communication devices, playground equipment.

PROTECTIVE EQUIPMENT REQUIRED

First aid equipment provided