

CAÑON CITY AREA METROPOLITAN RECREATION AND PARK DISTRICT

JOB DESCRIPTION

Title: Kids Klub Program Assistant Director

Supervisor: Kids Klub Program Director

FLSA Status: Non-Exempt

December 2024

Qualifications

The Program Assistant Director shall be at least 21 years of age, with demonstrated maturity of judgement, administrative ability, and the skill to exercise appropriate supervision and direction to school-age children in an unstructured setting.

The Program Assistant Director shall have verifiable education, training, or experience in work with school-age children in such areas as recreation, education, scouting, or 4-H; and shall have completed at least one of the following:

1. A four-year college degree in such majors as, but not limited to, recreation, education, or the human services field and 6 months of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience as the adult leader with five or more children since he/she has attained the age of 18.
2. Two years of college training in related field and one year of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience as the adult leader with five or more children since he/she has attained the age of 18.
3. Three years of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience as the adult leader with five or more children since he/she has attained the age of 18. The Program Site Leader shall complete 6 semester hours, nine quarter hours, or 40 clock hours of training in course work applicable to school-age children, within the first 18 months of employment or sooner if possible.
4. Must be fingerprinted and take a physical.

Job Duties

1. Keeping records of site-registration and attendance.
2. Assist with sign in and sign out.

3. Returning calls, text messages, and emails pertaining to your site.
4. Attending monthly staff meetings.
5. Help with the purchasing and delivering of supplies needed at your site.
6. Supervising children and encouraging activities, games and socializing.
7. Serving snacks and keeping area clean and organized.
8. Keeping files up to date and complete.
9. Following all state rules and regulations concerning school-age childcare.
10. In charge of group leader and establishing relationship with school personnel (such as the principal, secretary, and custodians) and parents or guardians of the children.
11. Ensuring that activities are always conducted under safe conditions.
12. Process daily and monthly Department of Human Services (DHS) transactions which involve using the Attendance Tracking Software (ATS).
13. Train staff on site and use sound judgement to guide staff in proper decision making.
14. Act as supervisor when the Kids Klub Program Director is unavailable.
15. Must have basic computer knowledge, as we are web based.
16. Effectively solve problems independently. Return parent/guardian phone calls, answer questions, provide information concerning program policies, and communicate with parents/guardians concerning children's needs.
17. Research and develop activities for children. Prepare daily activity plans in accordance with state regulations.
18. Performing other tasks as assigned by the Kids Klub Program Director.

Work Environment

Indoor Environment: Work performed in school environment, sometimes stressful.

Outdoor Environment: Responsibilities subject to weather conditions such as heat, cold, rain and snow. Position requires lifting and moving supplies on a daily basis. Work may require running, throwing, jumping, and kicking and other athletic activities on a daily basis. Frequently lifts up to thirty pounds.

Air and Blood Borne Pathogens: Medium Risk.