



## KIDZONE ATTENDANT JOB DESCRIPTION

<b>Job Title:</b>	KidZone Camp Leader
<b>Department:</b>	KidZone
<b>Reports To:</b>	Executive Assistant
<b>Prepared By:</b>	Cassidy Boyd
<b>Prepared Date:</b>	9/23/2021
<b>Approved Date:</b>	9/23/2021
<b>Pay Rate:</b>	\$16.25/Hour
<b>Classification:</b>	Non-Exempt
<b>JOB CATEGORY:</b>	Seasonal, Part-Time, Full-Time

### HOURS

KidZone Camp hours are 7:45am to 5:30pm. Part-time and full-time hours are available. Additional hours for other KidZone programs or events may be available throughout the year. **This position is specifically for Summer Camp 2024 (June 22 - August 30). Must be available for the full summer.**

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Arrive for shifts in a timely and professional manner.
- Supervise school-age children during the KidZone Summer Camp program.
- Facilitate a variety of physical, creative, and educational activities.
- Enforce all KidZone policies, rules, and regulations.
- Inspect the facility and report any unsafe conditions or equipment to the supervisor.
- Recognize and respond quickly and effectively in emergencies.
- Models expectable behavior for participants by actively participating in all activities.
- Ensures areas used for activities are kept clean and orderly throughout the day.
- Works with parents and participants to manage undesired behavior in participants.
- Facilitate day-to-day operations of the camp.
- Act as liaison between the camp and parents when the KidZone Assistant Coordinator is unavailable.
- Complete additional duties as assigned by supervisor.

### KNOWLEDGE AND SKILLS

- An understanding of facility rules, policies and procedures (training provided).
- Focus on the safety and well-being of all children involved in KidZone programs.
- Decision-making skills needed to deal with medical emergencies and facility evacuations.
- The ability to work closely with staff in identifying and developing KidZone programs and services to meet the goals and objectives of MPHOA.
- An understanding of child and adolescent development, as well as age appropriate behavior and activities.
- Requires strong communication skills, positive attitude, initiative, flexibility, dependability, patience, and creativity.
- Ability to work and problem solve as a team player.

- Ability to perform multiple tasks concurrently.
- Mental and physical ability to deal with high stress situations and work well under pressure.

**OTHER QUALIFICATIONS**

- At least 16 years of age
- Previous experience working with youth preferred

**CERTIFICATES, LICENSES AND REGISTRATIONS**

- Pediatric First Aid/CPR, AED (within 30 days of hire)
- Background Check

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_