



KIDZONE SUMMER CAMP ASSISTANT COORDINATOR

Job Title: KidZone Summer Camp Assistant Coordinator
Department: KidZone
Reports To: Executive Director
Prepared By: Jennifer Anne
Prepared Date: 04/15/2024
Approved Date:
Classification: Non-exempt
JOB CATEGORY: Seasonal, Full-Time

SUMMARY

- Plans, organizes, implements, and evaluates Kidzone programming, training, and staff schedules in accordance with the policies and procedures of the MPHOA.

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ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for overseeing the staff and child participants in the KidZone Summer Camp.
- Enforce all KidZone facility policies, rules, and regulations. Inspect the facility and report any unsafe conditions or equipment to the supervisor or maintenance staff.
- Prepares and reviews administrative records and reports as needed for Kidzone including: attendance reports, incident and accident reports, and program manuals/ procedures.
- Ability to use EZ Facility Software, and other scheduling software to oversee program registration and payments.
- Assist in managing supply orders within the set budget parameters, as needed.
- Implements camp and programming curriculum for children ages 5-10.
- Oversees the Junior Leadership Program (13-15 year-old children) participants.
- Produces communication materials such as parent flyers and notices, as needed.
- Makes recommendations on needed equipment and purchases.
- Arrive for shifts in a timely and professional manner.
- Recognize and respond quickly and effectively in emergencies.
- 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 candidate must possess a variety of skills to include leadership development, communication, program management, program planning and promotion, administration, KidZone operations, and the recruitment, training, and evaluation of paid and volunteer staff.
- Must be able to delegate appropriate responsibilities involved with the day-to-day operations of the KidZone staff.

OTHER QUALIFICATIONS

- B.A/B.S. Degree in a related field preferred
- Direct service experience with families and children
- Supervisory, program and administrative skills
- Computer competency

CERTIFICATES, LICENSES AND REGISTRATIONS

- Must have the following current certifications: First aid, CPR/AED.

LANGUAGE SKILLS

- Ability to resolve conflicts using written and verbal English skills. Ability to respond effectively and respectfully to sensitive inquiries and complaints from residents. Ability to exercise independent judgment and discretion with attention to detail. Ability to fairly evaluate circumstances on a case-by-case basis.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this position. While performing the duties of this job, the employee is regularly required to speak and hear while teaching or supervising kids programs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to stand and/ or sit for prolonged periods of time. Ability to lift, pull, push or carry 50lbs.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this position. The functions of this position are performed in an indoor facility and the employee will be exposed to chlorine, pool chemicals, and lighting. While performing the duties of this job, the employee may be exposed to chemically treated water. The noise level in the work environment is usually moderate.

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____