



## KIDZONE ATTENDANT JOB DESCRIPTION

<b>Job Title:</b>	KidZone Attendant
<b>Department:</b>	KidZone
<b>Reports To:</b>	Community Relations Manager
<b>Prepared By:</b>	Cassidy Boyd
<b>Prepared Date:</b>	9/23/2021
<b>Approved Date:</b>	9/23/2021
<b>Pay Rate:</b>	\$14.00/hour
<b>Classification:</b>	Non-Exempt
<b>JOB CATEGORY:</b>	Seasonal

### HOURS

KidZone hosts 4 camps a year; fall, winter, spring, and summer. Camp operates during school breaks based on the Lake Oswego School District calendar. Camp hours are 8:00am to 5:00pm. Part-time and full-time hours are available. Additional hours for other KidZone programs or events may be available throughout the year.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Arrive for shifts in a timely and professional manner.
- Supervise school-age children during the KidZone 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 Community Relations Manager is unavailable.
- Develop curriculum if requested.
- 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

Signature \_\_\_\_\_ Date \_\_\_\_\_

