

# POSITION DESCRIPTION

## TOWN OF GRAY MAINE

**POSITION TITLE: KIDS CLUB STAFF**

**DATE CREATED/ REVISED: 7/27/2020**

**Classification:** Group IV Hourly; Seasonal

**Narrative:** As an employee of the Town of Gray, under the direction of the Gray Parks and Recreation Department, the Kid's Club Staff will assist in planning, coordinating, and conducting the activities and operations of the Kid's Club Program. The Kid's Club staff will also help to ensure that the program fulfills the philosophy and goals, operates as planned according to the program description and runs efficiently and effectively.

**Supervision:** The Kid's Club Lead Staff provides supervision of the Kid's Club Staff under the direction of the Childcare Services Coordinator.

### POSITION RESPONSIBILITIES/TASKS

- Ability to effectively communicate, execute, and evaluate a program activity and its delivery.
- Ability to effectively coordinate with the Kids Club Lead Staff, as necessary.

Position requires execution of the Kids Club Program to include (illustrative only; not all inclusive):

- Uphold all policies, procedures and safety guidelines set forth for Kid's Club
- Responsible for the appearance and upkeep of the Kid's Club designated areas, providing and maintaining a program-appropriate, safe environment for participants
- Provide the Lead Staff with suggested supplies for purchase to maintain inventory of all program equipment and necessary materials (grocery, arts and crafts, other supplies)
- Supply communications, as provided by the Childcare Service Coordinator, to parents/families of Kid's Club participants
- Documenting and managing appropriate attendance records for all participants
- Documenting any health and behavioral concerns regularly, as necessary for all participants
- Participate in Monthly trainings
- Other duties as assigned
- Hours varying between 6:45-8:45am, 1:45p-5:45p (M-F), Additional hours may be required during School Vacations, In-service days, and Early releases, and other recreation programming.

### POSITION REQUIREMENTS/QUALIFICATIONS

#### Education & Experience

- One-Three years of direct previous experience in this position or field recommended.

#### Acknowledgement

I have received a copy of this position description and having reviewed it, agree with its description and requirements, and understand that it is the basis for my performance and evaluations.

Name of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_