

POSITION DESCRIPTION

TOWN OF GRAY MAINE

POSITION TITLE: KIDS CLUB LEAD 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

- In absence of Childcare Coordinator will oversee and run program
- Ability to effectively communicate, execute, and evaluate a program and its delivery.
- Ability to effectively coordinate with the Childcare Services Coordinator, 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 and ensuring all staff are upholding.
- Responsible for the appearance and upkeep of the Kid's Club designated areas, providing and maintaining a program-appropriate, safe environment for participants
- Works in coordination with the Childcare Service Coordinator to monitor and make recommendations regarding the policy of the program
- Provide the Childcare Service Coordinator 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, emergency contact and vital information 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 6:45am-12:30pm or 1:45pm -5:45pm (M-F), Additional hours may be required during School Vacations, In-Service Days, Early Releases, Parents Night Out, and additional recreation programs.

POSITION REQUIREMENTS/QUALIFICATIONS

Education & Experience

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

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: _____