

KIDS' CLUB (SUMMER) PROGRAM AIDE

Kids' Club programming is an opportunity for Warren Village children to feel safe, have fun, and engage in enriching activities in a structured, supportive group setting. This position will help with supervision of children and assists with implementing activities. This 27 hour a week seasonal position assists staff in providing enriching activities for children ages 6-15 during Kids' Club summer programming, June through August, annually. The Kids' Club Summer Program Aide is a part of the Family Services department and works closely with staff, volunteers, parents and children to fulfill the mission of Warren Village. Afternoon and evening hours are required.

The Kids' Club Program is a comprehensive youth development program for resident children ages 6 and older. Children engage in hands-on learning and enrichment experiences. Activities and services are centered in six fundamental areas: Social Skills and Personal Development; Education and Academic Achievement; Communication and Expressive Arts; Civics and Leadership; Health and Wellness; and Science and Technology. Helping children to reach their full potential, Kids' Club includes year-round activities during after school and evening hours, as well as a half-day summer camp experience June-August.

Warren Village practices and measures diversity, equity, inclusion and culture competency as a core expectation for all positions.

Essential Functions and Responsibilities:

- Supervise and interact with a group of children in a safe and caring environment.
 - Assist Kids' Club Coordinator with implementing appropriate enrichment activities for youth participants, ages 6-15.
 - Establish supportive, trusting and positive relationships with children.
 - Maintain a structured, clean and organized environment for children.
 - Other program related duties may include assisting with record keeping, creating and distributing flyers, outreaching children and parents, and organizing supplies.
 - Ability to drive participants to and from field trips in a Warren Village vehicle.
- Mondays, Tuesday and Thursday from 12:30p – 8:00p and Wednesday from 12:30p to 5:00p.

Minimum Qualifications:

- High School Diploma or general education degree (GED)
- Must be 21 years of age and have a current valid driver's license.

- **Salary & Benefits:** \$\$15.87 - \$19.00. This is a part time, summer afternoon/evening position (June to August) @ 27 hours per week. Sick leave provided and matching 403(b) retirement plan. Salary is commensurate with experience and educational credentials.

To Apply: Interested candidates should submit the following items (as separate PDF attachments) to careers@warrenvillage.org, Subject line: Kids' Club Program Summer Aide

- Resume