



Transforming Parents' Lives. Improving Children's Futures.

JOB DESCRIPTION

Kids' Club Program Aide (PT)

Exempt Non-Exempt:

Creation/Revision Date: February 27, 2024

Division/Department: Family Services

Reports to: Children's Services Manager

Supervises: n/a

Summary

This is a 16 hour per week position.

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. Afternoon and evening hours are required. The Kids' Club 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. This position assists staff in providing enriching activities for children ages 7-15 during Kids' Club programming.

Warren Village recognizes that our backgrounds are broad and our talents are many, from different lived experiences. We value and leverage our differences to encompass and reflect the communities we serve. We align our policies, practices and resources so that people of all races, cultures, identities and socioeconomic status may feel valued and respected.

Essential Functions and Responsibilities:

- Supervise and interact with a group of children in a safe and caring environment.
- Assist 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.

Other duties as assigned.

Competencies:

- Experience working with children and basic understanding of child development preferred
- Experience working with low-income, diverse populations is a plus
- Strong communication and interpersonal skills
- Ability to listen, respect and incorporate new learning into job
- Must be able to receive constructive feedback, communicate directly, have a sense of humor, positive outlook, and enjoy working as a part of a team.
- Must be committed to Warren Village's mission and culture
- Ability to drive participants to and from field trips in a Warren Village vehicle.

Minimum Qualifications:

- High School diploma or general education degree (GED). Must be 21 years of age.
- Experience working with children and basic understanding of child development
- Must have a valid Driver's license
- **Schedule:** Monday-Friday 3pm 7p

Required/Preferred education and/or experience:

- Associates' Degree (AA) or equivalent from a two-year college or technical school.
- Experience working with low-income, diverse populations is a plus.

Additional eligibility requirements (Certifications, Licenses, etc.):

Work Environment:

The working environment is that of a typical office setting. The employee is occasionally exposed to moving mechanical parts with regards to filing cabinets, printers and computers, etc. The noise level in the work environment is usually quiet to moderate. Constantly works in outdoor conditions.

Physical Demands:

Must be able to sit and stand freely while working with children. The person in this position needs to occasionally work outdoors to complete physical activities with children and inside an office to access file cabinets, office machinery, etc. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine and computer printer; as well as outdoors recreational equipment and/or craft activities. Constantly positions self to maintain equipment, including under desks and in gravel/sand. Frequently communications clearly and concisely with children, residents, staff and volunteers. Must be able to observe children's activities, indoors and outdoors. Occasionally lifts up to 40 Lbs.

Travel Required: No Yes

Signatures:

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for satisfactory completion of this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee: _____ Date: _____

- I do not require a reasonable accommodation to complete the essential functions of the position.
- I require a reasonable accommodation to complete the essential functions of the position.

This job description has been approved by:

Manager: _____ Date: _____