

**JOB DESCRIPTION**  
**Kids' Club Program Aide (PT)**

Exempt     Non-Exempt:

Creation/Revision Date: April 22, 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 program 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 assist 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 8+ during Kids' Club summer 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:

- Commitment to the mission, goals and values of Warren Village.
- Able to effectively communicate their ideas and understand the ideas of others; including the ability to convey information effectively, both verbally and in writing. This includes effective listening skills.
- Able to work well with others to achieve common goals; including being able to compromise, negotiate and effectively manage conflict.

- Able to identify problems, analyze potential solutions, and implement effective strategies to resolve issues.
- Able to adjust to new conditions or changes in the work environment is crucial; including being open to new ideas and the ability to adjust to changes, such as new tasks, policies, or technologies.
- Able to prioritize tasks, manage their time effectively, and meet deadlines.
- Able to see what must be done and act without being prompted.
- Demonstrated understanding, helpfulness, and a willingness to assist our colleagues, clients, tenants, etc. to the best of your ability.
- Able to learn from experiences and apply them to new situations.
- Able to prioritize multiple tasks, allocate time efficiently and meet deadlines for multiple projects and/or activities.
- Experience working with children and basic understanding of child development preferred
- Experience working with low-income, diverse populations is a plus
- Able to retain a positive attitude towards work, regardless of the nature.

**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 preferred
- Ability to drive participants to and from field trips in a Warren Village vehicle.
- Experience working with low-income, diverse populations is a plus
- Must have a valid Driver's license
- **Schedule:** Monday-Thursday, 12-5pm

**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 typically out in the community and rarely indoors in a typically office space. 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: community pool, parks, museums, etc.

**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 communicates 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 (limited to local)

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*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.*

- 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.

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

Employee: \_\_\_\_\_

Date: \_\_\_\_\_