

CANON CITY AREA METROPOLITAN RECREATION AND PARK DISTRICT  
JOB DESCRIPTION

Title: Kids Klub Program Site Assistant

Supervisor: Kids Klub Director

FLSA Status: Non-Exempt

January 2025

### **Qualifications**

The Program Site Assistant shall be at least 18 years of age, with demonstrated maturity of judgement, administrative ability, and the skill to exercise appropriate supervision and direction to school-age children in an unstructured setting.

1. Must be fingerprinted and take a physical.
2. Must be willing to complete mandatory paid training of 40-65 hours, which can be a combination of online and at site.

### **Job Duties**

1. Keeping records of site-registration and attendance.
2. Assist with sign in and sign out.
3. Returning calls, text messages, and emails pertaining to your site.
4. Attending monthly staff meetings.
5. Supervising children and encouraging activities, games and socializing.
6. Serving snacks and keeping the area clean and organized.
7. Following all state rules and regulations concerning school-age childcare.
8. Insuring activities are always conducted under safe conditions.
9. Performing other tasks as assigned by the Kids Klub Director.

### **Work Environment**

Indoor Environment: Work performed in school environment, sometimes stressful.

Outdoor Environment: Responsibilities subject to weather conditions such as heat, cold, rain and snow. On a daily basis, the position requires lifting and moving supplies. Work may require running, throwing, jumping, kicking and other athletic activities. Frequently lifts up to thirty pounds.

Air and Blood Borne Pathogens: Medium Risk.