

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Club Leader

BAND	GRADE	SUBGRADE
A	1	1
DEPARTMENT: Supplemental Education	ACCOUNTABLE TO: Kids's Club Supervisor	FLSA STATUS: Non-exempt
<p>CLASS SUMMARY: Incumbents are responsible for assisting in, preparing for, and facilitating children's activities in the Kid's Club Program. Duties include: setting up rooms for activities, facilitating activities, monitoring children's behavior, cleaning up after activities, assisting in creating and planning for children's activities, and interacting with parents and/or guardians.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Club Leader is the first level of a three level Kid's Club series. The Club Leader is distinguished from the Program Specialist in that the Club Leader's primary responsibility is facilitating children's activities. The Program Specialist is distinguished from the Club Leader in that the Program Specialist is held responsible for planning and coordinating the program's activities in the absence of the Program Coordinator. The Program Coordinator is distinguished from the Program Specialist and Club Leader in that the Program Coordinator has full supervisory responsibilities.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Sets up room for activities and cleans up after activities by cleaning tables, toys, floor, counters, cubbies, and game cabinets.	Daily	A1
2.	Supervises activities and monitors children's behaviors to ensure safety and appropriateness.	Daily	A1
3.	Interacts with parent and/or guardians either in person or over the phone.	Daily	A1
4.	Prepares daily activities to include using instructional materials, creative ideas, and available supplies.	Daily	A1
5.	Performs other duties of a similar nature or level.	As Required	N/B

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Knowledge (position requirements at entry):

Knowledge of:

- Department of Health Services regulations.

Skills (position requirements at entry):

Skill in:

- Planning lessons and activities;
- Managing behaviors;
- Communication, Interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and six months of experience working with children, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Incumbents must be 18 years or older.

Licensing Requirements (position requirements at entry):

- First Aid certification;
- Cardio-Pulmonary Resuscitation (CPR) certification.

Physical Requirements:

Positions in this class typically require: stooping, kneeling, crouching, reaching, pulling, lifting, fingering, grasping, talking, hearing, and seeing.

Incumbents may be subjected to body fluids.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (kw)

Date: 3/98

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