



Title: Kids' Company Associate

FLSA STATUS: Non-Exempt

REPORTS TO: Community Education Kids' Company Coordinator

TYPICAL CLASS ESSENTIAL DUTIES:

- Actively engaging with children during all program hours.
- Demonstrating an understanding, patient, warm, and receptive attitude toward all children.
- Using appropriate child guidance techniques when interacting with children.
- Encouraging conversation and problem-solving among children by using effective communication, reinforcement, redirection, and role modeling.
- Assisting with and implementing accommodation plans as necessary for student success.
- Leading group activities as directed by the Inclusion Specialist.
- Setting up and putting away games, equipment, and supplies as directed by the Inclusion Specialist and weekly program schedule.
- Providing input for program planning and activities.
- Implementing policies and procedures.
- Maintaining records as directed by the Inclusion Specialist including attendance, behavior, accidents, and timesheets.
- Assisting with child nutrition procedures.
- Keeping program and storage areas orderly.
- Greeting parents and children during check-in and pick-up times.
- Explaining program guidelines and expectations to children.
- Communicating positive feedback to parents on a regular basis.
- Attending regularly scheduled staff meetings.
- Attending 2% of total annual hours in in-service training.
- Observing confidentiality.
- Maintaining professional boundaries at all times.
- Performing other duties of a similar nature or level.

TRAINING AND EXPERIENCE (positions in this class typically require):

- High school diploma or equivalent and at least one year of experience working with children. College coursework in education, recreation, or a related field preferred; or
- an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

KNOWLEDGE (position requirements at entry):

- Educational settings;
- Modern office equipment;
- Organizational methods

SKILLS (position requirements at entry):

- Operating a computer and using applicable software applications;
- Prioritizing and assigning work;
- Following oral and written directions;
- Providing assistance to children;
- Operating modern office equipment;
- Developing student social skills;
- Modeling appropriate behaviors;
- Maintaining confidentiality;
- Collecting and organizing data and information;
- Maintaining order and safety with groups of children;
- Resolving conflict;
- 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.

PHYSICAL REQUIREMENTS (Positions in this class typically require)

- Climbing, balancing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- Incumbents may be subjected to fumes, odors, dusts, blood and other bodily fluids, workspace restrictions, intense noise, and extreme temperatures.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

