



Thunder Bay

Job Description

updated 2025

Position:	Kids Zone Coordinator	Type of Employment:	School Year contract
Reports to:	Windsor Coordinator	Club Location:	Windsor Unit
Hours:	17 -25 / week (weekdays)	Wage:	\$18.60 / hour

Overall function of the Kids Zone Coordinator

To design, develop and deliver a wide variety of activities and services that reflects the Mission and the Core Values of the Boys & Girls Club for members in the grades JK – Grade 3 that enhances their personal growth and development. Must be able to work between 2:30 – 5:30 and some early evenings.

Qualifications & Requirements

Criminal / Child Welfare Check	First Aid & CPR
High Five Certification	Education in the Human Service Field
Previous work with children an asset	Class F is an asset (if over 25)

Responsibilities

- Assist in the identification of the needs and interests of children and youth
- Attend and participate in training (online and in person)
- Ensure to be knowledgeable with fire / missing child safety procedures
- Assist in designing, organizing and implementing a diverse program of educational, social, recreational, health and cultural age appropriate activities.
- Ensure planning has a variety of indoor, outdoor & skill building activities
- Design and implement weekly calendars for your age group
- Supervision of youth workers, placement students and volunteers
- Contribute to evaluation of placement students
- Promote and encourage participation by members and the general public in programs
- Supervision of children and youth in designated areas
- Maintain excellent attendance stats for future reports and statistical information
- Prepare incident reports when required
- Conflict resolution and behaviour management with members
- Administer first aid when required
- Bring to the attention of the Supervisor any concerns or incidents that require follow up.
- Provide a safe and healthy environment for all youth attending the Club.
- Cleaning & Sanitizing the building, toys, furniture, etc...
- Ensure all areas are kept clean and change bulletin boards when needed
- Must be able to work between 2:30 – 5:30 pm
- Any other related duties

**Children are not a distraction from more important work.
They are the most important work!!**