



Position:	Kids Zone Coordinator	Type of Employment:	School Year contract
Reports to:	Windsor Coordinator	Club Location:	Windsor Unit
Hours:	17 -25 / week (weekdays)	Wage:	\$18.55 / 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!!**