



## **Tahoe Donner Association Job Description**

**Job Title:** Kid's Club Coordinator  
**Job Code:** 294  
**Department:** Trout Creek Recreation Center  
**Reports To:** Trout Creek/Recreation Manager  
**Class Code:** 9066  
**FLSA Status:** Non-Exempt  
**Salary Level:** Hourly 14  
**File Name:** Kid's Club Coordinator.doc  
**Prepared Date:** 1/20/11, updated 4/21/11, 10/30/15, 3/11/21, 2/11/22, 5/5/22

### **SUMMARY**

The Kid's Club Coordinator is the authorized supervisor in charge of the Trout Creek Recreation Center drop-in Kid's Club program. The Coordinator is responsible for the day to day operation, coordination, and safety of the children who participate in accordance with Tahoe Donner policies, procedures, including any relevant federal, state, and/or regional legislation, policies, and procedures. The Coordinator will both lead and actively participate in the Kid's Club program and operations. The Kid's Club Coordinator will be responsible for staff scheduling and ensuring that staff is respectful of children, parents, and that equipment and facilities are clean, safe, and well maintained. The Kid's Club Coordinator will monitor and record the numbers of children participating in the program, costs of equipment and supplies, and other expenses, and any information, as required. The Kid's Club Coordinator is responsible to keep current, accurate, and confidential participant information and waivers. The Kid's Club Coordinator will manage the Kid's Club program budget, reports on expenditures and revenues and supervise Kid's Club staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Assist the Manager and Assistant Manager in the development and implementation of a drop-in Kid's Club program that meets the needs of the Trout Creek Recreation Center and Tahoe Donner members and their guests, including policies, procedures, and acceptable disciplinary policies.

Manage the administration of the Kid's Club program.

Provide excellent customer service to Members, Guests, Staff, and child participants of the Kid's Club program.

Assist members, guests, staff and other departments with information regarding the Kid's Club program. Maintain current knowledge, implements and enforces Association rules, regulations, policies, and procedures, including, any relevant federal, state, and/or regional legislation, policies, and procedures.

Responsible for set-up, dismantling, sanitization, cleaning/mopping/vacuuming and maintenance of the Kid's Club program room, toys, equipment, bathroom and furniture.

Lead and actively participate in the Kid's Club program and operations. Recognize and respond to the needs of children at different stages of development.

Assist the Manager and Assistant Manager in evaluating program effectiveness through observation, member surveys and other relevant feedback.

Procure within the operating budget all equipment, crafts, supplies, learning utensils and literature, etc. Assist in the development and recommendation of annual operating budget for assigned area of responsibility.

Responsible for inventory control including purchasing and maintaining equipment and uniforms.

Hire, orient, train, direct, motivate, evaluate, and discipline all assigned Kid's Club staff and oversees work schedules in accordance with Association policies.

Contacts and coordinates with staff, volunteers, vendors, and other association departments.

Conduct regular Kid's Club staff meetings for training and to address safety issues in accordance with association requirements.

Promote a positive work environment with group cohesion.

Will be expected to assist, substitute, and schedule oneself for Kid's Club duties and ensure that children are supervised at all times in a safe, secure, and comfortable environment and implement positive discipline when required.

Maintain statistics of Kid's Club program attendance and activities including revenue, payroll, and expenditures. Assist Trout Creek Manager and Assistant Manager to compile hours worked and for assigned staff to be submitted to accounting in a timely manner.

Develop and implement appropriate incident reporting techniques including emergency action plan with the Risk Department.

Other duties may be assigned as required.

## **QUALIFICATIONS**

To perform this job satisfactorily, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B.A.) from four-year college or university in a related field that included child development and/or two years related experience and/or training; or equivalent combination of education and experience preferred. Previous childcare experience required. Previous supervisory experience preferred.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Requires current Cardiopulmonary Resuscitation (CPR) and First Aid certifications including Infant component. CPR/AED training may be provided if necessary.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Effectively communicate with members and all patrons based on knowledge of all Kid's Club programs.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to remain stationary; move; use hands to finger, handle, or feel; and communicate. The employee frequently is required to reach with hands and arms; ascend, descend or balance; and position oneself close to the ground. The employee is occasionally required to sit and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually moderate.

## **SUPERVISORY RESPONSIBILITIES**

Coordinates Kid's Club operations. Manages 3-4 Kid's Club employees. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.