

KID NATION, INC.
JOB DESCRIPTION

RECREATION ASSISTANT

ACCOUNTABILITY:

The Recreational Assistant is appointed by the Executive Director and reports/is accountable directly to the Executive Director and/or Site Director.

JOB SUMMARY:

The Recreational Assistant primarily supports the Program Specialists in planning and executing activities, events, fundraisers, and other tasks as needed by the organization.

ESSENTIAL JOB FUNCTIONS:

1. Provide assistance or acts as the lead as needed in organizing and designing activities in program areas to include writing reports and other documentation.
2. Deliver consistent facilitation and support in assorted recreational activities.
3. Maintain the program areas in an organized manner ensuring that all equipment is clean, sanitized as applicable, accounted for, and secured where designated.
4. Must ensure that all equipment, furniture, or other items are in working order, safe, and in good condition to include immediate reporting/securing/reordering of items.
5. Checking the facility for safety hazards prior to taking the youth to designated areas.
6. Must exhibit unparalleled customer service skills and help create a welcoming, understanding, safe, and caring environment.
7. Maintains appropriate level of discipline, supervision of youth/areas, and reporting of incidents as required to appropriate and approved channels.
8. Performs other duties or tasks that may be assigned.

JOB REQUIREMENTS:

1. High school diploma and one-year experience working with youth ages 6-17; or,
2. Two years' experience in sports, fitness, science, computers, the arts, academics.
3. Must pass a thorough background check

QUALITIES WE LOOK FOR IN A TEAMMEMBER:

1. Must have an overall good character, communication skills, in good health, and a professional need for transparency.
2. Must have a passion for driving innovation and excellence with your team, programs, the youth, families, and the community.
3. Must have the capacity to have fun, be engaging, and act silly when appropriate.
4. Must have the aptitude for building and maintaining teams to include a team atmosphere.
5. Must have a realistic understanding of community life and social forces that influence and affect boys and girls of diverse backgrounds.
6. Must be able to provide constructive feedback and receive feedback with an open mind.

7. Must have self-motivation, initiative, and capacity to get things done within certain time frames.
8. Must be able to lead by example and serve as a role model for the organization and community.
9. Must be responsible both in and out of work settings to include maintaining an appropriate level of social media presence that does not reflect negatively on the organization.
10. Must possess a capacity for loyalty and support of the organization's mission, goals and the policies of Kid Nation, Inc.

SKILLS AND TALENTS WE LOOK FOR:

1. Ability to implement programs and a passion to achieve results.
2. Ability to properly organize, manage inventory, and help maintain the facility.
3. Excellent classroom management and presentation/outreach skills.
4. Excellent monitoring/supervision skills of youth in various locations.
5. Ability to read, write, and have basic math/computer/office equipment skills.
6. Excellent communication skills and capacity to give, receive, and apply constructive feedback.
7. Capacity for being fair, objective, factual, and responding appropriately when faced with disgruntled youth, caregivers, or during disciplinary action proceedings.
8. Must be innovative, forward thinking, competitive, creative, and logical.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Must be able to safely lift 40 lbs. Must be able to work in an office atmosphere including all areas of the facility, and outdoor environments.

POSITION CLASSIFICATION:

Seasonal – Part-Time; Non-Exempt Status

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.