

**St. Michael –Albertville Public Schools
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Kids Play Aide	Community Education and Services	Kids Play Supervisor/Assistant Kids Play Coordinator

JOB SUMMARY:
Supervise and interact daily activities for children at Kids Play

QUALIFICATIONS:
Minimum 16 years old; no experience required; must be able to work indoors and outdoors in a range of temperatures, and in a fast pace physically active and loud environment associated with children’s activities.

TASK NO.	DESCRIPTION WORK YEAR: 260 days	FREQUENCY
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| 1 | Supervise children in gym, computer lab, art areas, free time areas, outside, swimming pools, homework area, on field trips which includes bus rides, etc. and be actively involved with children by guiding children through a variety of activities and playing games and assisting them in clean-up activities | 75% |
| 2 | Manage children’s behavior and assist with the enforcement of rules, regulations, and safety precautions of Kids Play or school building | 10% |
| 3 | Communicate and interact with parents positively; greet every parent and child upon arrival and departure | 5% |
| 4 | Give breaks to other staff | 4% |
| 5 | Assist with maintaining clean and neat work areas | 2% |
| 6 | Assist in record keeping including FYI’s, injury reports and discipline forms | 1% |
| 7 | Attend meetings, workshops and training sessions as directed by supervisor | 1% |
| 8 | Perform other related duties as assigned. | 2% |

SUPERVISOR’S APPROVAL

DATE

COMMITTEE’S APPROVAL

DATE