



## PERSONNEL COMMISSION

**Class Code: 5254**  
**Salary Range: 117 (XC)**

### **COLLEGE AIDE – KIDS' CLUB**

#### **JOB SUMMARY**

Under immediate supervision, provide for and assure a safe, clean and secure environment for children enrolled in the Kids' Club program; organize and oversee recreational, playground and program activities; perform related duties as assigned.

#### **EXAMPLES OF DUTIES**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Organize and oversee recreational, playground and other program activities such as indoor and outdoor games, snack times, arts and crafts, and field trips; properly store playground equipment and supplies; apply District and program policies, procedures and regulations related to assigned activities. **E**
- Maintain control and discipline of children participating in playground and recreational activities; communicate playground rules and expectations to children; settle playground disputes. **E**
- Monitor and circulate throughout assigned areas; promote safety and acceptable attitudes related to good citizenship, integrity, fair play, sportsmanship and respect for property and the rights of others. **E**
- Apply District and program rules by monitoring and controlling behavior of children during indoor and outdoor activities; encourage good manners and proper nutrition during snack times. **E**
- Communicate with school and program administration and staff regarding pertinent information such as special events, site programs, and observations and incidents relating to specific children; greet visitors and assist parents dropping off and picking up children. **E**
- Conduct periodic inventory and safety checks of playground supplies; perform visual inspections of playgrounds and surrounding areas for potential hazards; report safety concerns and injuries to supervisor; complete required accident reports. **E**
- Perform incidental housekeeping tasks such as arranging objects, putting items away, wiping down tables, chairs, work and play areas, toys and equipment, creating bulletin boards and displays, and arranging furniture. **E**
- Operate a walkie-talkie and radio for emergency assistance as necessary; operate a variety of office equipment including a computer and assigned software. **E**

- Provide routine clerical assistance to program staff as needed including filing, completion of forms, answering phones, and duplicating materials; open or close the program site as needed. *E*
- Administer first aid or necessary physical assistance to ill or distressed children; notify supervisor of injuries and complete required forms. *E*
- Attend and participate in meetings, workshops, in-services and training programs. *E*
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized “E” which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

**DISTINGUISHING CHARACTERISTICS**

Incumbents in this class are full-time college students employed part-time, on an at-will basis and are therefore exempt from the merit system in accordance with Education Code Section 45256. In this status they cannot obtain regular or permanent employment. Incumbents in this class will actively participate in the activities of a Kids’ Club program designed to provide childcare both before and after regular school hours, and may range from 6:30am to 6:30pm or as otherwise established. Incumbents are expected to be role models for the children in a culturally diverse environment and encourage the development of prosocial interactions among the children. Incumbents will be assigned a work schedule consistent with the operation of the program, which may be different from the general District calendar and work schedule.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- Safe playground practices and appropriate student conduct.
- Basic concepts of child development and behavior.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of office equipment including a computer and assigned software.
- CPR and first aid techniques.

**Ability to:**

- Organize and oversee recreational, playground and off-campus activities.
- Promote a positive environment conducive to learning.
- Demonstrate understanding and patience towards children.
- Work independently and as a member of a team.
- Understand and follow oral and written instructions.
- Understand, apply and explain program rules, regulations and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Learn District and program organization, operations, policies and procedures.
- Observe health and safety regulations.
- Complete forms and prepare routine reports related to assigned activities.
- Meet schedules and timelines.

Communicate effectively both orally and in writing.  
Operate a walkie-talkie and variety of office equipment including a computer and assigned software.  
Administer first aid or necessary physical assistance to ill or distressed children.

**Eligibility:**

Current enrollment in a minimum of 12 semester units in college or graduate standing (currently enrolled in six (6) graduate level units). Graduate level courses are classes numbered with 500 or higher course numbers.

**SPECIAL REQUIREMENTS**

Incumbents in this classification must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

**WORKING ENVIRONMENT**

Playground, indoor and outdoor environment.  
Evening and varied hours.  
Seasonal heat and cold or adverse weather conditions.

**PHYSICAL DEMANDS**

Walking or standing for extended periods of time.  
Bending at the waist, kneeling or crouching.  
Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds.  
Twisting and turning to monitor activities of children.  
Hearing and speaking to exchange information in person and on the telephone.  
Dexterity of hands and fingers to operate playground and office equipment.  
Seeing to monitor activities of children.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

Pursuant to Education Code Section 45256, positions in this classification have been deemed exempt from the Classified Service.