



## Recreation Department

# Kids Cove Assistant Supervisor

Mayor Pamela Bobst

Reports To:	Kids Cove Supervisor	Salary:	DOQ
Shift:	Varies, mornings, evenings/weekends required	FLSA Status:	Non-Exempt

### Position Overview:

Under the general guidance of the Kids Cove Program Supervisor, the Assistant Supervisor will interact and provide child care for ages 6 months to 9 years in a group child care setting. The Assistant Supervisor will be responsible for directly supervising part-time high school aged Kids Cove Attendant staff (when applicable).

Work is performed in a designated child care room setting which includes furniture, toys & games geared to ages 6 months-9 years, as well as in office environment. The equipment used for this position is standard office equipment including, but not limited to, the City's telephone system, computers, and copy machines.

### Duties:

#### 1. Essential Function #1

##### Care for children ages 6 months-9 years in a group setting

- Provide a safe and secure environment for the children in the child care room
- Interact and play with the children
- Guide the children to age-appropriate activities while in the room
- Guide the children to age-appropriate behaviors while under their care
- Assist in space setup and informal programming
- Perform cleaning/sanitation duties as directed

#### 2. Essential Function #2

##### In the absence of the Child Care Room Supervisor, assume responsibility for the following:

- Supervise part-time
- Monitor reservations and schedule staff as need
- Explain rules and procedures to parents who use the facility
- Deal with emergency situations that may arise

#### 3. Miscellaneous

- Recommend age-appropriate equipment, toys, games and supplies for purchase
- Perform other related duties that may be assigned by Kids Cove Supervisor or Department Staff.

**Minimum Qualifications:**

- Must be at least 18 years of age
- High school diploma required, bachelor's degree preferred.
- Infant/child CPR, AED, and First Aid certification or training.\*
- The qualified candidate will also have some experience in a group child care setting or an equivalent combination of education and experience which provides the necessary skills and abilities to perform the job.

**\*Can be acquired after hired**

Position will be posted until filled. Applications may be obtained at [http://s500873721.onlinehome.us/hr\\_docs/employment\\_application.pdf](http://s500873721.onlinehome.us/hr_docs/employment_application.pdf) or at Rocky River City Hall. Submit completed application, cover letter and resume, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:

**Michael T. Greco, Director  
Human Resources Department  
City of Rocky River  
21012 Hilliard Boulevard  
Rocky River, OH 44116**

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