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| <b>DATE:</b>      |                      | <b>POSITION</b>   | <b>LITTLE KIDS WORKS INSTRUCTOR</b> |                   |
| <b>INCUMBENT</b>  |                      | <b>SUPERVISOR</b> | <b>CLIENT RESOURCE MANAGER</b>      |                   |
| <b>DEPARTMENT</b> | <b>CLIENTSERVICE</b> |                   | <b>FLSA STATUS</b>                  | <b>NON-EXEMPT</b> |

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| <b>POSITION PURPOSE</b>  |
| <p>Little Kids Works provides a safe structured environment for client children while their parent(s) are involved in job search, life skills classes and recreational activities. Programming includes creative and recreational activities in a learning environment that support their development and allows children to practice positive social skills with peers, parents and others.</p> |

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| <b>MINMUM QUALIFICATIONS</b>   |
| <ul style="list-style-type: none"> <li>• Some childcare or teaching experience.</li> <li>• Experience with very young children preferred.</li> <li>• Some experience in the non-profit sector is preferred.</li> <li>• Demonstrate proficiency in Microsoft Office Suite including Word, Excel, and Outlook.</li> <li>• Be able to proficiently speak, read and write the English language.</li> <li>• Demonstrate excellent interpersonal communication skills.</li> <li>• Since position requires frequent driving to various job sites to provide services and occasionally transport clients, a valid Arizona driver's license, reliable transportation, current auto insurance, and clean driving record are required</li> <li>• Be 25 years of age or older for liability insurance requirements.</li> <li>• Valid Arizona Fingerprint Clearance Card OR must qualify for a valid Arizona Level One Fingerprint Clearance Card.</li> <li>• Eligible to work in the United States of America</li> </ul> |

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| <b>OTHER KNOWLEDGE, SKILLS AND ABILITIES</b>   |
| <ul style="list-style-type: none"> <li>• Demonstrate a commitment to the mission, vision, and values of Save the Family Foundation of Arizona.</li> <li>• Bilingual capabilities a plus</li> <li>• Enjoy working and comfortable with babies and very young children</li> <li>• Be a self-starter with excellent time management skills.</li> <li>• Possess a collaborative way of working.</li> <li>• Be familiar with Save the Family's service population, including diverse cultural and socioeconomic characteristics.</li> <li>• Maintain strict confidentiality.</li> <li>• Behave professionally in manner and appearance.</li> <li>• Be consistently organized and flexible.</li> </ul> |

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| <b>KEY RESPONSIBILITIES</b>   |
| <ul style="list-style-type: none"> <li>• Facilitate drop-in hours for children aged newborn to nine years old.</li> <li>• Plan, prepare, and deliver a weekly creative and/or recreational activity.</li> </ul> |

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| • Manage classroom structure and guidelines.   |
| • Provide guidance and assistance to assigned volunteer.   |
| • Prepare and submit all required reports and monitoring activities in a timely and accurate manner. |
| • Adhere to all behavioral General Competencies.   |
| • Adhere to STF and ARM policies and procedures.   |

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| <b>SUPERVISORY RESPONSIBILITIES</b> |
| None                                |

| <b>PHYSICAL DEMANDS</b>             |   |   |
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| <b>Physical Demand</b>              | <b>Definition (ADA)</b>   | <b>Requirements</b>   |
| Stand or sit                        | Stationary position   | Must be able to remain in a stationary position less than 10% of the time   |
| Walk                                | Move, traverse  | Must constantly move about inside the work space to care for children   |
| Use hands/fingers to handle or feel | Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position                           | Constantly uses hands and fingers to care for children.   |
| Climb (stairs/ladders) or balance   | Ascend/Descend, Work atop, Traverse   | NA  |
| Stoop, kneel, crouch, or crawl      | Position self (to), Move  | Constantly positions self to care for children  |
| Talk/hear                           | Communicate, Detect, Converse with, Discern, Convey, Express oneself, Exchange information  | Must constantly communicates with children, parents, staff and others   |
| See                                 | Detect, Determine, Perceive, Identify, Recognize, Judge, Observe, Inspect, Estimate, Assess | Must constantly read, type and view documents and the computer screen   |
| Taste/Smell                         | Detect, Distinguish, Determine  | Must be able to frequently distinguish soiled diapers, vomit and indications of dangerous condition such as burning wires and malfunctioning equipment. |
| Carry weight, lift                  | Move, Transport, Position, Put, Install, Remove   | Must frequently move children and equipment weighing up to 30 pounds.   |
| Exposure to elements                | Exposed, Work around  | Must rarely work in outdoor weather conditions.   |

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| <b>NOTE</b>  |
| This job description identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related |

duties as may be reasonably assigned by his/her supervisor. Failure to adhere to all standards and expectations herein may result in corrective action.

**SIGNATURES**

**ACKNOWLEDGEMENT**

I acknowledge receipt of and understand this job description. I agree to abide by the requirements described herein as a condition of employment with the Save The Family Foundation.

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| <b>Incumbent:</b> |  | <b>Date:</b> |  |
|-------------------|--|--------------|--|

**APPROVAL**

I have reviewed and collaborated with the incumbent on this job description. I approve the contents herein as being of significant and relevant importance to the delivery of services within my scope of accountability.

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| <b>Supervisor:</b> |  | <b>Date:</b> |  |
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**CERTIFICATION**

I approve the contents herein as being of significant and relevant importance to the achievement of the mission of the Save The Family Foundation.

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| <b>CEO:</b> |  | <b>Date:</b> |  |
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