



<b>Job title</b>	Corpus Christi Athletic Club - Kids Club and Camp Assistant Manager
	Reports to Kids Club and Camp Manager

**Description: Kids Club and Camp Assistant Manager Position Overview:**

We are seeking a dedicated and enthusiastic Kids Club and Camp Assistant Manager to support the daily operations of our childcare facility and seasonal camps. This role involves assisting in program coordination, staff supervision, and ensuring a safe, engaging environment for children. The ideal candidate will be passionate about working with children, organized, and committed to maintaining compliance with state regulations. Must work 40 hours per week.

**Schedule:** Full-time (evenings, weekends, and holidays as needed)

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**Key Responsibilities:**

**1. Program Coordination:**

- o Assist in planning and implementing daily activities, special events, and seasonal camp programs.
- o Maintain a fun, creative, and developmentally appropriate curriculum for kids of various age groups.
- o Monitor attendance and ensure proper child-to-staff ratios are maintained.

**2. Staff Supervision:**

- o Support hiring, training, and mentoring of Kids Club and camp staff.
- o Ensure staff adhere to facility policies and provide guidance as needed.
- o Assist in creating and managing staff schedules.

**3. Child Safety and Compliance:**

- o Ensure the safety and well-being of all children in care.
- o Maintain compliance with Texas Health and Human Services childcare licensing standards.
- o Conduct regular safety checks and communicate concerns promptly.

**4. Administrative Support:**

- o Assist in managing registration, payments, and parent communication.
- o Maintain accurate records, including incident reports and attendance logs.
- o Collaborate with management to evaluate and improve programs.

## **5. Customer/Member Engagement:**

- Communicate professionally with parents and guardians to address questions or concerns.
  - Foster positive relationships with families to promote long-term participation.
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## **Qualifications:**

- High school diploma or equivalent; Associate's or Bachelor's degree in education, child development, or related field preferred but not required.
  - At least 2 years of experience working with children in a childcare, camp, or educational setting.
  - Familiarity with Texas childcare licensing rules and regulations.
  - Current CPR and First Aid certification (or willingness to obtain upon hire).
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## **Skills and Attributes:**

- Strong organizational and time-management skills.
  - Excellent communication and interpersonal abilities.
  - A creative, energetic, and patient approach to working with children.
  - Ability to handle emergencies and resolve conflicts effectively.
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