

JOB DESCRIPTION

CHILD CARE I



Employee Name				
Department	PARKS AND RECREATION DEPARTMENT	Part-Time	Non-Exempt	Non-Union

SUMMARY

Under the direct supervision of the Recreation Manager or their designee; supervises Kids Corner childcare room. Responsible for safety of children while in Kids Corner as well as providing fun activities for children.

EDUCATIONAL REQUIREMENTS

- None

EXPERIENCE REQUIREMENTS

- None

ADDITIONAL REQUIREMENTS

LICENSE OR CERTIFICATION

- CPR Certification – Desired
- AED Certification – Desired
- First Aid Certification – Desired

KNOWLEDGE

KNOWLEDGE	REQUIREMENTS	
	ESSENTIAL	IMPORTANT
Knowledge of principles and processes for providing customer and personal services	<input checked="" type="checkbox"/>	
Knowledge of principles and methods for curriculum and training design		<input checked="" type="checkbox"/>
Knowledge of administrative and clerical procedures		<input checked="" type="checkbox"/>
Knowledge of relevant equipment, policies, procedures, and strategies		<input checked="" type="checkbox"/>
Knowledge of Parks and Recreation Department rules and policies		<input checked="" type="checkbox"/>

REQUIRED ABILITIES *[Innate proficiencies]*

ABILITY	REQUIREMENTS	
	ESSENTIAL	IMPORTANT
Act independently	<input checked="" type="checkbox"/>	
Analyze situations	<input checked="" type="checkbox"/>	
Attend to details	<input checked="" type="checkbox"/>	
Communicate verbally	<input checked="" type="checkbox"/>	
Communicate in writing		<input checked="" type="checkbox"/>
Concentrate	<input checked="" type="checkbox"/>	
Empathize	<input checked="" type="checkbox"/>	
Identify problems	<input checked="" type="checkbox"/>	

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Initiate	<input checked="" type="checkbox"/>	
Manage pressure		<input checked="" type="checkbox"/>
Motivate		<input checked="" type="checkbox"/>
Multi-task	<input checked="" type="checkbox"/>	
Organize		<input checked="" type="checkbox"/>
Problem-solve	<input checked="" type="checkbox"/>	
Think creatively		<input checked="" type="checkbox"/>

REQUIRED SKILLS *[Learned proficiencies]*

SKILL	REQUIREMENTS	
	ESSENTIAL	IMPORTANT
Actively listen to fully understand circumstances	<input checked="" type="checkbox"/>	
Collaborate with others to maximize innovation and effectiveness	<input checked="" type="checkbox"/>	
Communicate ideas, thoughts, knowledge & information to foster clarity and engage others	<input checked="" type="checkbox"/>	
Focus on details to reduce errors and increase efficiency	<input checked="" type="checkbox"/>	
Use empathy to understand the point of view of others	<input checked="" type="checkbox"/>	
Manage time effectively to ensure all work is completed timely and effectively		<input checked="" type="checkbox"/>
Organize work to maximize productivity		<input checked="" type="checkbox"/>
Resolve conflicts to facilitate goal achievement		<input checked="" type="checkbox"/>

SUPERVISORY RESPONSIBILITIES

- No Supervisory Responsibilities

REPORTS TO

- Recreation Manager

ESSENTIAL JOB FUNCTIONS

[The fundamental job duties the individual must be able to perform, with or without accommodation; removal of these functions would fundamentally change the job]

- Provide children ages 2 months through 9 years of age with a caring, safe, and fun environment in Kids Corner while their parents use the Recreation Center
- Attend to children's needs including, but not limited to, playing with the children, overseeing snacks and/or drinks that the parent(s) has provided and instructed for his or her child, notifying parents of diaper changes or need for toileting, etc.
- Childcare workers must take appropriate steps to provide a safe environment for all children including: separating the infants from the older children, enforcing rules such as no running/no climbing, acting as a positive role model, and following all procedure as outlined by the Kids Corner Staff Handbook
- Maintain a clean environment by cleaning toys, tables and equipment at the end of each shift
- Regular and routine onsite attendance

SUPPLEMENTAL FUNCTIONS

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[These are job duties the individual must be able to perform, with or without accommodation; removal of these functions would NOT fundamentally change the job]

- May assist the Recreation Manager in coming up with activities or decorating the room for seasonal themes
- All other duties as assigned

PHYSICAL DEMANDS

CONSTANT = HOURLY

FREQUENT = DAILY

OCCASIONAL = WEEKLY

RARELY = MONTHLY

	CONSTANTLY	FREQUENTLY	OCCASIONALLY	RARELY
Lifting	<input checked="" type="checkbox"/>			
Carrying	<input checked="" type="checkbox"/>			
Pushing	<input checked="" type="checkbox"/>			
Pulling	<input checked="" type="checkbox"/>			
Sitting	<input checked="" type="checkbox"/>			
Standing	<input checked="" type="checkbox"/>			
Walking	<input checked="" type="checkbox"/>			
Grasping/finger manipulation	<input checked="" type="checkbox"/>			
Reaching	<input checked="" type="checkbox"/>			
Bending	<input checked="" type="checkbox"/>			
Kneeling	<input checked="" type="checkbox"/>			
Crouching	<input checked="" type="checkbox"/>			
Crawling	<input checked="" type="checkbox"/>			
Ascending/descending stairs or ladders		<input checked="" type="checkbox"/>		
Traversing rough or uneven terrain			<input checked="" type="checkbox"/>	
Discerning colors			<input checked="" type="checkbox"/>	
Visual acuity			<input checked="" type="checkbox"/>	

WORK ENVIRONMENT

CONSTANT = HOURLY

FREQUENT = DAILY

OCCASIONAL = WEEKLY

RARELY = MONTHLY

	CONSTANTLY	FREQUENTLY	OCCASIONALLY	RARELY
Indoor environments	<input checked="" type="checkbox"/>			
Potential exposure – communicable disease		<input checked="" type="checkbox"/>		
Exposed to continual, multiple distractions		<input checked="" type="checkbox"/>		
Outdoor environments				<input checked="" type="checkbox"/>
Work in hot, cold, wet surroundings				<input checked="" type="checkbox"/>
Work with or near chemicals				<input checked="" type="checkbox"/>
Exposed to chemicals/fumes				<input checked="" type="checkbox"/>

EQUIPMENT

CONSTANT = HOURLY

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	<i>CONSTANTLY</i>	<i>FREQUENTLY</i>	<i>OCCASIONALLY</i>	<i>RARELY</i>
Phones		<input checked="" type="checkbox"/>		
Computer/laptop			<input checked="" type="checkbox"/>	
Copiers/printers			<input checked="" type="checkbox"/>	
Monitors			<input checked="" type="checkbox"/>	
Hand tools				<input checked="" type="checkbox"/>
Communication systems				<input checked="" type="checkbox"/>

SOFTWARE

CONSTANT = HOURLY

FREQUENT = DAILY

OCCASIONAL = WEEKLY

RARELY = MONTHLY

	<i>CONSTANTLY</i>	<i>FREQUENTLY</i>	<i>OCCASIONALLY</i>	<i>RARELY</i>
Spreadsheet software				<input checked="" type="checkbox"/>
Word processing software				<input checked="" type="checkbox"/>
Internet software				<input checked="" type="checkbox"/>

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Disclaimer

This job description should not be construed as an exhaustive list of duties and responsibilities performed by persons assigned to this classification. It is not intended to limit or in any way modify the right of any supervisor or manager to assign, direct and control the work of employees under his/her supervision. All principle duties and responsibilities of this position are essential functions of the position. Job descriptions are reviewed on a regular basis and may be revised at any time. Revisions will be communicated to employees within the classification. This job description does not constitute a contract of employment; therefore, the company may exercise its employment-at-will rights at any time.

I have received and understand the position description.

Employee Signature

Date

Employee Printed Name