

Child Watch Attendant

Department: Community Center
FLSA Classification: Non-Exempt
Pay Range: \$10.20 - \$13.00/hour
Supervisor: Front Desk Manager
Last Update: 2017

POSITION SUMMARY

This part-time position provides short-term child care service to children in the Estes Valley Community Center's (EVCC) child watch program while parents engage in EVCC activities. Maintain visual and auditory supervision of children at all times. Responsible for providing exceptional childcare for children in accordance with the Estes Valley Recreation and Park District policies. Responsible for the safety and well-being of each child under their supervision and maintain a creative and playful atmosphere for all participants. This position's work schedule and hours are flexible and may include evenings and weekends, based on programming needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide consistent, quality care to the EVCC's guests and members children, ages 1 to 9 years of age.
- Plan, organize, and supervise age appropriate on-going activities in the child watch program and interact with children at play, creating a positive experience for the children.
- Help implement a variety of activities which may include; sports, active games, arts and crafts, dance, drama, fitness, music, and various recreational, educational, or cultural enrichment events.
- Greet parents daily and inform them of all program changes.
- Communicate with parents concerning their child's behavior and socialization in the program.
- Monitor the drop-off and pick-up of children to guarantee their safety while in our care, and assure parents are signing in and signing out children properly and presenting identification.
- Maintain daily attendance records.
- Keep safety of children as a first priority - with emphasis on an atmosphere that is family friendly, age-appropriate, inclusive, and conducive to a quality-driven environment.
- Assume accountability for all children in care.
- Complete incident/accident reports as necessary, and provide first aid as needed.
- Maintain a clean, safe and orderly environment at all times.

OTHER DUTIES

- Perform general housekeeping tasks and maintain a clean, sanitized and safe area.
- Assist with snack preparation and clean up.
- Attend staff meetings and trainings as required.
- Maintain positive public relations and rapport with program participants, parents, volunteers, staff, and facility users.
- Encourage member and parent involvement and identify potential volunteers.
- Perform other duties as deemed necessary or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to provide child care to children of varying ages and abilities.
- Possess mature judgement and sound decision-making.
- Understand and anticipate problems, enforce EVRPD and EVCC policies and procedures.
- Relate to children, members, and other staff in a positive manner.
- Excellent communication skills.

- Provide age appropriate activities for growth in skills, self-awareness, group relations, and character development.
- Report to work as scheduled and notify the Front Desk Manager a minimum of 60 minutes in advance in case of an emergency or sickness and 48 hours in advance otherwise.
- Carry our duties with minimum supervision.
- Ability to act swiftly and calmly in an emergency situation.

EDUCATION AND EXPERIENCE

- Required:
 - Must be at least 16 years of age.
 - Six months' previous experience with children.
- Preferred:
 - High School diploma or GED.
 - Prior experience working with children in a childcare setting.
 - American Red Cross Babysitting Certificate.
 - Bilingual in English/Spanish.

LICENSES AND CERTIFICATION

- CPR, First Aid, and AED certifications, or ability to obtain these within 30 days of employment.
- Child Abuse Prevention training, or ability to obtain within 90 days of hire.

WORK ENVIRONMENT

- Position interacts with children of all ages on a daily basis.
- Majority of work occurs inside and occasionally outdoors on the immediate grounds, where employee is exposed to weather.
- Occasionally exposed to wet and/or humid aquatic area conditions.
- Exposed to odors, bodily fluids and bloodborne pathogens.
- Noise level is usually moderate but can become loud during certain children's recreation activities.
- Position may experience stressful situations dealing with young children on a daily basis.

PHYSICAL REQUIREMENTS

- Regularly required to reach with hands and arms, balance, kneel, twist, and sit (at times on the floor with children).
- Required to use dexterity of hands and fingers to finger, handle or feel.
- Occasionally engage in a variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, and squatting.
- Must possess the ability to talk, hear, smell, maintain physical balance and physical control.
- Occasionally required to lift and/or move up to 25 pounds and possess physical mobility and agility.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Physical ability to perform first aid and lifesaving skills and equipment to staff and patrons.

PRE-EMPLOYMENT REQUIREMENTS

- This position is subject to EVRPD's pre-employment screening process including, but not limited to, Criminal and National Sex Offender background checks.