

CITY OF AIRWAY HEIGHTS JOB DESCRIPTION

TITLE: Child Watch Attendant
DEPARTMENT: Parks, Recreation & Community Services
REPORTS TO: Guest Services and Operations Supervisor
WAGE: \$16.14-\$19.27/Hour

This is a part time temporary position, and may be required to work early mornings, evenings, weekends, and holidays. Schedule of work hours may vary based on assigned duties.

NATURE OF WORK:

Under the direction and supervision of the Guest Services & Operations Supervisor this position is responsible for working in the Child Watch area of the Recreation Center, supervising the children that are dropped off their while their parents use the facility. It will be the responsibility of this position to ensure the safety and well-being of the children. The position interacts with citizens, community organizations, and other city staff. This position may also be asked to assist with the front desk attendants, and various programs and events offered by the department.

ESSENTIAL DUTIES:

- 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
- Provide basic child care to children in attendance
- 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: leading active games, arts and crafts, dance, drama, fitness, music, and various recreational, educational, or cultural enrichment events
- Contact parent or guardian to change soiled diapers, cleaning soiled clothing and accessories, attending to the child's needs, and any other similar needs
- Maintain a clean and sanitary environment at all times
- Coordinate any specific needs the child may have with their parent or guardian
- Attending regularly scheduled staff meetings
- Other duties as assigned

SKILLS AND ABILITIES:

- Interact with the public in an effective, customer-friendly manner, and establish and maintain effective working relationships with City staff and other organizations
- Work well with children and exercise patience, compassion and understanding with them
- Understanding and accommodating to the varying needs of each individual child simultaneously
- Knowledge of infant and child development and basic care
- Effective communication with children to discuss activities and give directions
- Work independently and make appropriate decisions regarding safety, work methods, and priorities

- Maintain confidentiality
- Demonstrate a strong sense of personal ethics along with a high degree of professional judgment and discretion
- Windows and Microsoft Office proficiency

MINIMUM QUALIFICATIONS:

- Currently enrolled in high school or possess a high school diploma or G.E.D.
- Six months previous experience with children, preferably in a childcare setting or teaching
- American Red Cross Babysitting Certificate
- Six months customer service experience
- Successfully complete a criminal history check
- Must be at least 18 years of age to operate City owned vehicles with valid Washington State Driver's License
- Must be able to obtain prior to hiring:
 - Adult and Pediatric First Aid/CPR/AED
 - Food Handlers card

PHYSICAL DEMANDS:

The demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to walk, sit, or run. The employee uses hands to finger, handle, feel, or operate objects, tools, or controls; and reach up with hands and arms. The employee is required to lift or move up to 50 pounds. Specific vision requirements are close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may work in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet when in the office or moderately loud when in the field.

SELECTION PROCESS:

- City of Airway Heights employment application with resume attached
- Rating of education and experience
- Oral interview and reference check
- Criminal History check

ORIGINATION DATE: January 14, 2019
EEO CATEGORY: Service Worker
STATUS: Non-Exempt

The statements contained herein reflect general details a necessary to describe the principle functions of this classification, the level of knowledge and skills typically required and the scope of responsibilities, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance workload. This job description does not constitute an employment agreement between the City and the employee and is subject to change as the needs of the City and requirements of the job change.

Date: _____

Manager: _____

Employee: _____