

CITY OF CROWLEY

Recreation Wee-Place Attendant (Part Time)

Start at 11.25 hr.

JOB SUMMARY

Under supervision of the Recreation Coordinator provides for the direct care and supervision of the children of patrons using the facility. This is a non-supervisory position that works closely with recreation center personnel and the general public. Duties include all aspects of childcare, center activities and the safety of the children. May include holidays and weekends.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Direct supervision of children in the Wee Place; planning and implementing age appropriate activities; maintenance and organization of materials and supplies; performs duties and responsibilities in compliance with child care licensing requirements and attends a minimum of 10 hours of training each year on childhood development or child care guidelines/instructions; providing a safe and clean environment for the patrons; follow established security procedures; orients parents in regards to policies and procedures of Wee Place and maintain positive rapport with all parents and patrons; handles complaints and comments and refers to proper personnel; preparing and/or distributing snacks as necessary; report any issues to parent/guardian; reporting any accidents/illness to coordinator; maintaining records of attendance, sign in and out sheets.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of basic child care and feeding, as well as an understanding of infant and child development. Ability to work well with children and demonstrate patience; Ability to give and follow oral instructions; ability to direct children from toddlers through age 10 in activities; general knowledge of age level expectations; ability to plan and organize children's activities.

EDUCATION, EXPERIENCE AND CERTIFICATION

Must be at least 18 years of age and able to pass a criminal background check; Food Handler's preferred but may be obtained after; must be able to obtain First Aid and CPR certifications within 60 days of hire and keep current; 6-12 months of previous childcare experience preferred.

CERTIFICATION

Employee Signature: _____ Date Signed: _____

Immediate Supervisor: _____ Date Signed: _____