



TITLE: Metro Kids Caregiver

POSITION INVENTORY: A 13

DEPARTMENT: Metro Kids

FLSA STATUS: Non Exempt

REPORTS TO: Team Leader, Metro Kids Administrator
Metro Kids Program Specialist

FT/PT: PT

BASIC FUNCTIONS: Supervise children in Metro Kids program. Provide a safe and nurturing environment for children.

The essential functions as shown below represent only the key areas of responsibility; specific position requirements will vary depending on the needs of the Metro Kids department.

ESSENTIAL FUNCTIONS:

1. Provide a safe and nurturing environment for children.
2. Ensure areas where children are safe.
3. Interact and supervise children in a positive manner.
4. Attend work on a prompt and regular basis.
5. Maintain confidentiality.
6. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
7. Assist with other duties as may be assigned.

HIRING SPECIFICATIONS:

Required:

1. Minimum age of 16
2. Ability to handle multiple responsibilities at once
3. Competency working in a culturally diverse environment

Desired:

1. High School Diploma, HiSET or GED
2. Post-Secondary education
3. Experience in childcare

PHYSICAL DEMANDS:

		NEVER 0%	OCCASIONA L 1-32%	FREQUENT 33-66%	CONSTANT 67%+
A.	Standing				X
B.	Walking				X
C.	Sitting			X	
D.	Bending/Stooping			X	
E.	Reaching/Pushing/Pulling		X		
F.	Climbing/Stairs		X		
G.	Driving			X	
H.	Lifting (50 lbs)		X		
I.	Carrying (10 feet)		X		
J.	Manual Dexterity Tasks				
	Telephone				X
	Computer				X
	Other			X	
K.	Working Conditions				
	Inside				X
	Outside			X	
	Extremes of Temperature/Humidity			X	

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.



 *Human Resources Generalist

Date: 10/14/2016

*This job description is not approved without the signature of a Human Resources Representative

MetroKidsCaregiver
 AMB
 Nov. 2015
 CCAR