

**HOMEWOOD-FLOSSMOOR PARK DISTRICT
PART-TIME JOB DESCRIPTION**

JOB TITLE: CHILD CARE ATTENDANT	JOB CATEGORY: RACQUET CLUB
IMMEDIATE SUPERVISOR: CHILD CARE COORDINATOR	JOB CODE: 6013
IMRF STATUS: NON-PARTICIPATING	FLSA STATUS: NON-EXEMPT

GENERAL JOB DESCRIPTION: Playing and interacting with children including games, coloring, reading and crafts. Maintain the safety of the children left in temporary care. Keep toys and equipment clean and in a safe condition and store away on a daily basis. Participate in quarterly staff meetings. Other duties as assigned.

PHYSICAL REQUIREMENTS:

STANDING:	Extensive. Must be able to stand up with and attend to children
SITTING:	Must be able to sit and hold or rock children
WALKING:	Must get to and around children easily
LIFTING:	Frequent lifting of children
STOOPING:	Up and down with children, equipment and toys
REACHING:	Ability to reach overhead storage
CLIMBING:	Minimal
VERBAL:	Must be able to communicate clearly to the children and with parents; read to children
VISION:	Must keep careful watch over many children of various ages all at the same time

COGNITIVE SKILLS REQUIRED:

- Foresee any danger.
- Display authority.
- Ability to mediate and diffuse angry situations.

KNOWLEDGE AND SKILL REQUIRED:

- Punctual.
- Quick on feet.
- Must like children.
- Good math skills for collection of fees.
- Energetic, patient and a sense of humor.
- Creative.

EDUCATION AND TRAINING:

- Minimum of eighteen (18) years old, preferably twenty-one (21) years of age.
- Experience with child care, day care, and/or child care education preferred.
- Ability to supervise children of various age ranges at the same time.

ESSENTIAL JOB FUNCTIONS (DUTIES):

- Promote safety in all activities and games.
- Conduct a storybook session or work on creative projects.
- Promote good relationships between staff, children and parents.
- Assist in general clean-up of child care area.
- Make suggestions for ordering supplies and equipment.
- Responsible for the care and daily cleaning of toys.
- Responsible for accurate attendance sheets and collection of fees.
- Participate in activities whether it is a game or craft.
- Encourage age appropriate activities.

MARGINAL FUNCTIONS:

- Assist other staff with tasks unrelated to childcare.
- Adhere to the policies and procedures as set forth by the Safety Manual.
- Attend quarterly staff meetings.
- Keep current on all memos and notices pertaining to Kids Kourt.

DATE: July 1993

REVISED: February 1994, September 1998, September 2007, January 2013