



**Department:** Early Childhood  
**Title:** Child Caregiver  
**FLSA Status:** Non-Exempt  
**Reports to:** Director of Early Childhood Programs or designee

**Purpose:** The Child Caregiver is responsible for caring for children (keeping them engaged and safe) while their parents attend Early Childhood sponsored workshops.

### **Essential Functions**

- Keep children safe and engaged during workshop
- Must be alert at all times, keeping safety in mind
- Provide fun and developmentally appropriate activities for children
- Respond to children with compassion and focused attention
- Arrive at workshops 15-30 minutes (specific to each workshop) early to assist with setup
- Stay 15-30 minutes (specific to each workshop) after the workshop to assist with clean-up
- Limit distractions to stay focused on children and their safety

### **Other Duties and Responsibilities**

- Respond promptly to communication regarding scheduling

### **Minimum Qualifications**

- Experience working with young children ages 0-8
- Experience in taking care of children in mixed age groups
- Skill, knowledge and experience providing developmentally appropriate safe and stimulating activities for children ages 0-8
- Access to reliable transportation
- Able to work with other adults to keep an eye on children
- Interpersonal and communication skills
- Work permits required for persons under 18

### **Preferred Qualifications**

- Current certification in pediatric first aid and CPR

### **Physical Demands**

- Ability to lift 30lbs and able to move around with young children
- Ability to run after young children
- Must possess acceptable hearing and visual capabilities in order to monitor environment and children's well-being.

### **Work Conditions**

- Able to travel to workshops in Hampshire, Hampden County (Palmer & Monson), and Worcester County (Warren & West Brookfield).
- Number of work hours are varied
- Work hours mostly weekday and some Saturday mornings
- Work hours as funded, approximately a minimum of 2 hours per month, depending location