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