



CODE: 70007
UNIT: Temp Hourly
Grade: MCL
Step: \$10.00 Hourly **
FLSA: Non-Exempt

CLASSIFICATION
ACTIVITY HELPER II

SUMMARY

The Activity Helper II is responsible for assisting with the implementation of daily activities and lessons. He/she is responsible for assisting with the supervision and safety of all children.

MINIMUM QUALIFICATIONS

Must be at least 18 years of age

Six (6) months of childcare experience

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

PREFERRED QUALIFICATIONS:

Bilingual in English and Spanish

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check required.

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Participates in the children's activities by interacting, observing, extending language experiences, modeling desired behavior and facilitating conflict resolution using only positive guidance techniques.

Assists with the supervision of children.

Provides a clean and organized environment where children are safe, nurtured and valued. Maintains the environment so that the activities/centers are engaging and developmentally appropriate.

Responds promptly to customer needs, requests for assistance, and other types of services.

Performs tasks as assigned. Maintains confidentiality of ad hoc records, reports, and files.

Ensures that each child leaves with his-her parent or someone authorized to take the child.

May attend meetings and/or trainings as required.

PHYSICAL TASK

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

SUPERVISORY RESPONSIBILITIES

None

M:Comp and Class:JOB70007

New 3/14,

Updated 8/2016

** Minimum wage increase to \$10.00 effective 1/1/2017