***Washington City***

Application Deadline: Upon Hire Job Description Hourly Wage $8.00

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| **Title:** Day Care Attendant **Code:** |
| **Department:** Day Care  |
| **Division:** Community Center Administration |

GENERAL PURPOSE

Provides a fun loving Daycare to accommodate customers while using the facilities. To engage with the children, get children involved with fun toys and crafts.

SUPERVISION RECEIVED

Works under the direct supervision of the Day Care Director and the Assistant Managers.

SUPERVISION EXERCISED

Provides supervision to all children at the Washington City Community Center Day Care.

ESSENTIAL FUNCTIONS

Provides help to the children while in the day care, engage in supervised activities with the children, all while keeping children safe from every day accidents.

Responsible for cleaning the toys/supplies at the end of each day, decorating the facility for monthly themes, assisting with special department events, coordinating craft days, entering department paperwork or assisting with weekly deep cleaning.

MINIMUM QUALIFICATIONS

1. Education and Experience:
2. High School Graduate
3. Required Knowledge, Skills, and Abilities:

**Knowledge** of daycare safety, CPR and First Aid.

**Skills** Have worked with children before. Proficient in Microsoft Office Suite.

**Ability** to divert, direct and motivate children with toys, books and a variety of other activities.

1. Special Qualifications:

Must have a TB Test and certified in CPR and First Aid Before working in the Day Care.

1. Work Environment:

Performance in a typical daycare setting with appropriate climate controls. When weather permits, some child care duties will be held outside in the playground area. Task required a variety of physical activities, lifting, reaching carrying up to 40 pounds, and running.

Communicating, seeing, hearing, talking is essential to job effectiveness, emotional stability and creative problem solving.