

DAY CARE AIDE
PART TIME, TEMPORARY

DEFINITION

To perform a variety of duties related to assisting with programs at assigned day care facilities.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Assist with program activities such as sports, games, special events, arts and crafts, drama, and social activities.

Maintain positive student and parent relationships.

Assist in maintaining a safe, clean, and orderly classroom environment.

Notify appropriate staff of any problems with regard to site maintenance, children and parents and make recommendations as necessary.

Promote and enforce safety procedures including proper use of playground equipment; render first aid and CPR, if certified, as required.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.

Principles and techniques of first aid and CPR.

Ability to:

On a continuous basis, know and understand operations and observe safety rules; walk to supervise children; stand for long periods of time; interpret, understand and follow policies

and procedures, and explain operations and problem solve issues for the public and with staff.

Intermittently set up booths, hang banners, move tables, chairs and carry supplies; participate with children on field trips, perform exercises with children; lift or carry weight of 45 pounds or less.

Supervise children on playground.

Establish positive and professional relationships with children, co-workers and parents.

Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.

Respond to emergency situations in a calm and effective manner; administer first aid and CPR, if certified.

Learn to identify problems regarding the facility and programs; refer difficult problems/irregularities for more advanced attention and recommend possible solutions.

Understand and carry out written and oral directions.

Maintain accurate and up to date records.

Work outdoors in a variety of weather conditions.

Communicate tactfully with customers.

Communicate effectively and concisely, both orally and in writing.

Experience and Training

Experience:

Previous experience as a volunteer leader or participant in various recreation, child oriented, athletic or related activities is desirable, but not mandatory.

Training:

Equivalent to completion of the twelfth (12th) grade, GED, or higher level degree or current participation in an occupational program conducted by an accredited high school or college.

License or Certificate

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Possession of CPR and First Aid certificates within six (6) months of hire.

04-05-18	
07-04-09	Day Care Aide
12-18-99	
10-01-88	
02-22-88	Day Care Program Aide