

CITY OF LIBERTY

Seasonal/Temporary Job Description

JOB TITLE: Childcare Attendant Lead
REPORTS TO: Office Supervisor
DEPARTMENT: Parks & Recreation
PROGRAM: Child Care provider for Community Center participants

JOB SUMMARY

Provide childcare for the Community Center participants. Provide a safe, fun and loving atmosphere for the children in the child care program.

JOB SCOPE

During scheduled open hours, provide childcare for children ages 3 months through 8 years of age. Ensure safe and quality care for each participant including children's games and play.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Schedule staff for hours of operation based on current needs. Complete timecards on a bimonthly schedule.
2. Maintain appropriate snacks and toys for the child care area.
3. Maintain necessary cleaning schedule for toys.
4. Complete necessary month end tasks and reports.
5. Assist in the hiring of personnel when needed.
6. Care for the children in the childcare room in a safe and caring manner.
7. Greet each parent/guardian with a cheerful and caring attitude.
8. Make sure parent/guardian signs in their child's name and their location of participation in the facility. Record time of arrival and departure.
9. Pay special attention to infant care for safety and other needs.
10. Keep the child care area clean and neat and clear of unsafe objects or activities.
11. Report any injuries or incidents to the parent and front office staff by incident report.
12. Perform required duties as assigned.

OTHER ASPECTS OF THE JOB

Must have a genuine fondness for children and have childcare experience with

references.