

City of Merriam- Job Description

Job Title: Child Watch Attendant
Department: Parks & Recreation
Reports to: Administrative Supervisor
Status: Part-time; Non-exempt
Pay Range: \$12.40-- \$15.51 / hour

Position Summary

This position is responsible to help support the City of Merriam's mission in helping to present a safe, clean, friendly, and fun child care environment for children 6 weeks and older, performing duties in a safe manner, while promoting the City of Merriam's values.

Essential Functions and Responsibilities

- Actively supervises children by providing safe, fun, clean, and nurturing environment as well as provides a positive partnership with parent/guardians of the children
- Responsible for the safety and well-being of each child under supervision
- Maintain visual and auditory supervision at all times
- Advise parents in regard to policies and procedures of child watch room and maintain a positive rapport with parents and patrons
- Perform duties and responsibilities in compliance with established Center policy for staff-to-child ratio and age limits
- Strict compliance with the Center policy for check-in and check-out procedures
- Complete accident reports and informs supervisor and/or director immediately
- Report complaints/comments to supervisor
- Attend required meetings and trainings
- Maintains clean environment; performs janitorial duties as required or assigned to include body fluid cleanup, sanitizing, and light housekeeping
- Provides basic first aid, when necessary
- Assist program staff with events/ programs/ special events preparation both indoor and outdoor
- Promote the values of the City at all times
- Wear appropriate personal protective equipment (PPE)
- Other duties as assigned

Position Requirements

- Must be at least 16 years of age
- Must submit to a Tuberculosis screen and pass
- Must have weekend and evening availability
- Must keep current on all mandatory certifications, as applicable

Education and Experience

- 1 year working in preschool/ early childhood education programs, strongly preferred
- Current or ability to gain certification in the following before employment begins:
 - Adult, Child and Infant First Aid and CPR Certifications
 - Signs and Symptoms of Illness
 - Signs of Child Abuse and Neglect Reporting Requirements

Knowledge, Skills, and Abilities

- Ability to comprehend and follow written and verbal instruction
- Ability to communicate both orally and in writing
- Basic math skills
- Accurate typing skills
- Knowledge of personal computers with Windows-based software
- Excellent customer service

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, climb, sit, talk, and hear. The employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is regularly required to climb or balance; stoop, kneel, crouch, or crawl. Employee is regularly required to have ample manual dexterity and upper body strength to carry and/or lift an infant.

The employee must occasionally lift and carry up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Physical Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and would occasionally be subjected to temperature extremes and exposure to sunlight at outdoor events as well as other outside weather conditions. The noise level in the work environment is typical of a recreational facility.