



Job Description

Title: Child Care Worker

Classification: M5, Non-Exempt

Approved by: Susan Linkwitz

Date: June, 2017

Principal Objective

Under the direct supervision of the Member Services Director, the Child Care Worker is responsible for providing exceptional care of children ages 3 months to 6 years of age while parents or guardians are at the Peninsula Community Center. This role is primarily focused on providing a safe and encouraging environment for parents as they drop-off and pick up as well as children throughout their visit to Child Care.

Principal Roles and Responsibilities

- **Active Caregiver (75%):**
 - While always keeping an eye on the big picture with regard to where you are most needed, actively engage in play, reading with, or talking with the children; help them find something they enjoy, keep them company, and actively supervise.
 - Get to know the children and their families by name and get to know their interests; personalize their experience in Child Care to help them know that they are important and worth the extra effort/care.
 - Look for ways to encourage each child; highlight their strengths and abilities; let them know how valued and special they are.
- **Greeter (10%):**
 - Ensure that all children who enter Child Care are greeted promptly, “checked-in”, and evaluated for health concerns (allergies, sick?), and welcomed with care and love.
 - Help the child find a good station to start playing according to interest and introduce them to at least one other child.
- **Environment Management (10%):**
 - Maintain organization of toys, books, diaper supplies, snack supplies, art supplies, cleaning supplies, and bathroom supplies; ensure bathrooms are tidy, stocked, and ready for the next person to use (between uses).
 - Provide consistently clean and safe environment for the children.
 - Ensure hallway, bathrooms, and Child Care room (floors, toilets, counters, sinks, tables, and sitting areas) are safe, look organized, are inviting and ready for the next guest; everyone receives excellence, no matter what time they arrive.
 - Set-up stations in the room so that children can jump in and play right away (example art supplies out and ready to play with; snacks are ready to eat or prepare; games are out of their boxes, ready for use and inviting).
 - Clean-up stations at the end of the day.
- **Staff Member (5%):**
 - Remain familiar with and follow Center processes and procedures by reading Center Team Updates emailed weekly to all employees; utilize provided resources such as FAQs, flyers, website, binders, contact lists, MSDS sheets, and emergency procedures in order to accurately answer questions.
 - When information requested is unknown, ensure follow-up in a timely, clear, and professional manner.
 - Assist other departments/ministries PCC-wide as requested by your supervisor.
 - Think through and suggest ways to continually improve procedures for the Kid Care/

Child Care staff.

- Administer and enforce the Center policies and procedures. Fulfill other duties as assigned by supervisor.
- Participate in required semi-annual meetings and meetings with the Child Care Coordinator and Director as needed.

Requirements

- **Sports ministry:** passionate about supporting personal fitness and using sports to build communities that love God and love others; align with Peninsula Community Center's mission, vision, and values (Walk Deep, Play Well, Park Off Campus, and 5R's)
- **Organizational skills:** Arrive on time for your shift and be ready to serve; ability to plan art activities for children, remember details, be creative, multi-task, take initiative, follow through with people, and make sure things get done.
- **Relational skills:** ability to work and interact with people (both children and adults), manage conflict, build and nurture long-term relationships in a collaborative, startup paced environment; and maintain a high level of professionalism and confidentiality.
- **Physical abilities:** 18 years old or older work a minimum of 3 hours each week. Sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to lift, carry, push, and/or pull moderate to heavy amounts (20 to 50 pounds) of weight; and to verbally communicate to exchange information. See in the normal color and visual range with or without correction. Hear in the normal audio range with or without correction.
- **Background Checks and Certifications:** Cleared Live Scan, CPR certified (to be updated every two years), Mandated Reporter Certified.

Shift Descriptions

- **Monday-Friday Workers (assigned to one specific day):** Work a total of 3 hours within the window of 8:10AM-12:15PM.
- **Saturday Workers:** would serve from 8:10PM-12:15PM every other Saturday; must be willing to work an additional Saturday/month (sub) if ever needed.
- **Float Workers:** would be available to work "Monday/Friday" or "Tuesday/Wednesday" (just 1 day usually, but occasionally half shifts on both days) between the hours of 8:10AM and 12:15AM for 3 hours total for the week.
- Child Care workers agree to work 12 hours/month in exchange for a personal Peninsula Community Center membership.
- Child Care Workers may bring their children with them during their shifts as long as the children are within the ages of 3 months-6 years old. During the summer months, Child Care staff may also have their 6-13 year old children in Kid Care when it is available.