



**Tahoe Donner Association
Job Description**

Job Title: Childcare Assistant
Job Code: 295
Department: Trout Creek Recreation Center
Reports To: Childcare Coordinator
Class Code: 9066
FLSA Status: Non-Exempt
Salary Level: Hourly 6
File Name: Childcare Assistant.doc
Prepared Date: 1/20/2011, updated 4/23/11, updated 4/8/13, 10/17/15, 6/30/16, 4/28/17

SUMMARY

Childcare Assistants report directly to the Childcare Coordinator. Assistants are responsible for assisting with the day to day operations of the childcare program, supervision and safety of the children who participate in the program in accordance with Tahoe Donner policies, procedures, including any relevant federal, state, and/or regional legislation, policies, and procedures. Childcare Assistants are responsible for childcare duties as scheduled, set-up, dismantling, sanitization, and maintenance of the childcare program room, toys, equipment, and furniture. Assistants will ensure that children are supervised at all times in a safe, secure, and comfortable environment and to implement positive discipline when required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assist the Coordinator in the day to day operations of the Childcare program.
- Assistants may be scheduled for childcare duties when Coordinator is not present.
- Provide excellent customer service to Members, Guests, and child participants.
- Assist members, guests, staff and other departments with information regarding the Childcare program.
- Maintain current knowledge, implement and enforces Association rules, regulations, policies, and procedures.
- Responsible for set-up, dismantling, sanitization, and maintenance of the childcare program room, toys, equipment, and furniture.
- Recognize and respond to the needs of children at different stages of development.
- Assist with inventory control including restocking and maintenance of equipment, toys, and furniture.
- Attend regular childcare staff meetings for training and to address safety issues in accordance with association requirements.
- Promote a positive work environment with group cohesion.
- Ensure that children are supervised at all times in a safe, secure, and comfortable environment and implements positive discipline when required.
- Facilitate child check-in and ensure that check-in is conducted accurately, waivers are obtained, and belongings are labeled. Interact with parents in a respectful, knowledgeable, and assuring manner.
- Follows all established safety policies and procedures including emergency action plans as established by the Childcare Coordinator.

QUALIFICATIONS

To perform this job satisfactorily, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Education, certification, or training in a related field that included child development either completed or in progress and/or one year related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires current Cardiopulmonary Resuscitation (CPR) and First Aid certifications including Infant component. AED training may be provided if necessary.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Effectively communicate with members and all patrons based on knowledge of all childcare programs.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 remain stationary; move; use hands to finger, handle, or feel; and communicate. The employee frequently is required to reach with hands and arms; ascend, descend or balance; and position oneself close to the ground. The employee is occasionally required to sit and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK 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.

WORK SCHEDULE

The Childcare Coordinator work schedule is dependent on program demands and association needs. This position will potentially require both day and evening hours, weekends, and holidays. The schedule below reflects the currently established operating hours of the childcare program.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:30am-12:30pm	8:30am-12:30pm	8:30am--12:30 pm	8:30am-12:30pm	8:30am-12:30pm	8:30am-12:30pm	8:30am-12:30pm

By signing below, I acknowledge that I have received and read the above job description.

EMPLOYEE NAME

_____ / _____