

Meridian Service Metropolitan District Job Description

Job Title: Childcare Associate

Reports To: Childcare Coordinator

FLSA Status: Non-exempt

Summary: Under supervision of the Childcare Coordinator, engage and supervise children ages 6 weeks – 6 years old in the childcare center within the Meridian Ranch Recreation Center.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Cares for children in a defined area of the gym for the attending resident(s).
2. Organizes and participates in recreational activities, such as games.
3. Reads to children, and teaches them simple painting, drawing, crafts, and songs
4. Care for special needs children as needed
5. Organizes, cleans, and stores toys and materials to ensure order in childcare area
6. Must portray a fun and energetic demeanor
7. Sanitizes toys, play equipment, and complete the daily cleaning checklist
8. Helps plan age appropriate activities
9. Ensures that all necessary paperwork is completed as needed to include: accident reports, sign in sheets, and opening and closing sheets
10. Ensures parents are adhering to the Kids Club policies and signs child in and out of facility
11. Ensures that all safety precautions are taken when receiving and releasing children to the parent/legal guardian
12. Must always be accountable for children
13. Other duties as assigned

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

1. Previous experience supervising children

2. Must be able to communicate well with children

Education/Experience:

High school diploma or general education degree (GED).

Language Ability:

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

Math Ability:

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates and Licenses:

Infant and Child First Aid & CPR required within 90 days of hire.

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.

The noise level in the work environment is usually moderate.

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.

The employee must be able to stand for long periods of time. The employee must occasionally lift and/or move up to 50 pounds. While performing the duties of this job, the employee is frequently required to stand; walk; stoop, kneel, crouch, jog, or crawl. The employee is occasionally required to sit; use hands; reach with hands and arms; climb or balance and talk or hear.