



Job Title: Child Watch Attendant
Department: Wellness
FLSA Status: Non-Exempt, Hourly, Part-Time
Revised Date: Created 1/21/25 (Council)

Accountability

Under the direction of the Executive Director of the Wellness Center, Assistant Recreation Director, and Child Care Director, respectively.

Job Summary

Responsible for the safety and supervision of children while their parents or guardians utilize the Wellness Center facilities.

Essential Job Functions

Nurtures children through purposeful play and interaction dedicated to making youth feel welcome and safe while their family members or guardians use Wellness Center facilities. Provides comfort to upset children and pages parents if necessary. Takes proper safety precautions, anticipates unsafe circumstances, keeps the room neat and disinfected, changes diapers, and acts accordingly in emergency situations. Reports all accidents, safety hazards, or conflicts to Child Care Director to collaboratively improve patron's experience. Cultivates positive relationships and maintains effective communications with parents, grandparents, and guardians or other family members. Provides ideas for programming to the Child Care Director. Completes records and reports as required, arrives punctually to scheduled shift times, and maintains proper dress code at all times. Attends and participates in staff meetings or trainings as are required.

Additional Duties and Responsibilities

May attend and participate in programming outside of the facility as scheduled by the Child Care Director.

Knowledge, Abilities and Skills

Excitement and desire to work with children of different ages, diversity, and disposition. General knowledge of best practices in effective childcare. Good oral communication skills to deal courteously and effectively with all ages of the public. Ability to implement age-/developmentally appropriate program activities and to establish positive, authentic, relationships with children. Ability to apply first aid or CPR measures. Ability to sit or stand for extended periods of time; lift up to 30 lbs., experience occasional exposure to wet/humid conditions and/or pool chemicals, and to climb, balance, bend, stoop, kneel, and work in a crouched position. Capability to use a computer to log hours and to work during weekdays, evenings, and weekends as is scheduled.

Job Requirements and Experience

Must be at least 16 years old; Previous experience working with children and in customer service is preferred; Must be able to complete the First Aid and CPR Certification within the first 90 days of employment.

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*