

COMMUNITY PARK DISTRICT OF LA GRANGE PARK - JOB DESCRIPTION

Job Title: _____ Child Care Attendant

Classification: __ Part-time, Non-Exempt, Class II

Department: __ Recreation – Fitness

Salary: _____ \$16/hr

SUMMARY

The Childcare Attendant attends children 6 weeks to 8 years old in the drop-in childcare at Community Park Fitness

QUALIFICATIONS

Applicants must have prior experience working with children and demonstrate a passion for and commitment to the mission and vision of Community Park Fitness. The ability to build strong rapport with children, parents, and families is essential for this role. Additionally, candidates must obtain CPR and AED certification within six months of being hired; this training will be provided by the district.

IMMEDIATE SUPERVISOR

The position reports to the Fitness Manager

ESSENTIAL FUNCTIONS:

- Implementation of the daily program, which will include activities that are developmentally appropriate, performed in collaboration with peers to compliment supervision of children
- Supervise and lead the activity areas
- Assist in planning and preparing the activities
- Organize and set up needed materials and supplies
- Sanitize toys and play equipment
- Maintain a safe play environment
- Ensure the proper ratios are maintained
- Following all policies and procedures related to keeping children safe in our facilities and programs, including those related to the monitoring and supervision of children
- Reporting any suspicious behavior and violation of policy and procedures to your supervisor
- Completing all child abuse prevention training as required
- Be aware of and abide by Park District policies and procedures

SECONDARY FUNCTIONS

- Assists with and/or attends park district special events.
- Follow the park district risk management processes and procedures

PHYSICAL REQUIREMENTS, ENVIRONMENTAL CONSIDERATIONS AND PROTECTIVE GEAR/CLOTHING

- General work area is indoors, in a smoke-free environment with controlled temperature and fluorescent lighting

- Exposure to noise distractions from employees, patrons, or equipment operation in adjacent work areas.
- Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, and reaching and sitting.
- Performs lifting tasks up to 25 pounds

REQUIRED COMPETENCIES

- Ability to maintain a positive and effective working relationships with fellow workers, patrons and general public
- Ability to communicate effectively
- Excellent customer service skills
- Ability to perform the job safely

HOURS

Monday-Friday Shift 1: 5:00am-11:00am

Monday-Friday Shift 2: 4:30pm-8:00pm

Sat/Sun Shift 1: 6:45am – 12:00pm

Sat/Sun Shift 2: 11:45am – 5:00pm

up to 19 hours a week
