



Job Title:	Child Watch Attendant	Job Category:	Non-exempt Employee
Department/Group:	Parks & Recreation Department	Job Code/ Req#:	P/R Position #
Location:	Powell Community Center	Travel Required:	N/A
Level/Salary Range:	\$12.00-\$14.00/hr	Position Type:	Part-time
HR Contact:	Jenny Smith (jsmith@missionks.org)	Date posted:	Ongoing
Will Train:	Yes	Posting Expires:	Ongoing

Applications Obtained & Returned To:

POWELL COMMUNITY CENTER

**6200 Martway St
Mission, KS 66202**

(Applications can be obtained by asking the front desk at either PCC entrance. Once you have completed it, you return it back to the desk. They will place the app in the appropriate hiring manager's mailbox.)

Job Description

ROLE AND RESPONSIBILITIES

Under the supervision of the Recreation Supervisor, the Child Watch Attendant is a non-exempt position under FLSA. This position is responsible for the supervision and care of minor children visiting the community center Child Watch area. This employee should possess effective communication and public relations skills.

ESSENTIAL FUNCTIONS

- Oversees children's activities in child watch room and other areas of facility as directed.
- Creates and maintains a safe environment for children.
- Picks up and cares for all equipment and toys.
- Works with arts and crafts supplies, creates, and administers activities, games, projects.
- Conducts special activities in the child watch room and other areas of facility.
- Follows department policies and procedures.
- Assists with check-in, monitors tickets/records for attendance.
- Follows safety procedures and practices

MARGINAL FUNCTIONS

- Assists with special events or maintenance projects including set-up/take down as assigned
- Performs other duties as deemed necessary or assigned

Minimum Qualifications

- Must be 16 years of age; or older.
- Must be able to work either mornings and/or evenings
- Must possess Red Cross CPR/AED/ and First-Aid or have the ability to attain certification through city training within 6 months of hire

- Must have the skill and ability to maintain a safe environment for all patrons.
- Must possess a working knowledge of child watch operations and safety requirements.
- Must successfully pass a background check.

EXPERIENCE: No prior experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within three months of employment.

EDUCATION: A high school diploma, GED or enrollment in High School is preferred.

TECHNICAL SKILLS: This employee must be able to operate copy machines, telephones, and other department equipment. The ability to read and interpret written instructions and other documents is required. This employee should possess effective public relations, oral and written communication skills.

DECISION MAKING: Some decision making is involved in this position. Employees make decisions resolving public concerns and complaints, enforcing rules, determining correct first aid or emergency procedures, and performing daily duties in the safest and most efficient manner.

PERSONAL RELATIONS: Daily contact with the public, co-workers and supervisory personnel is expected.

WORKING CONDITIONS: Some adverse working conditions may exist within this position. Exposure to blood-borne pathogens, hazardous chemicals, bodily fluids, adverse weather, and excessive noise is expected.

PHYSICAL REQUIREMENTS: Physical activity associated in working with children in a day care environment is required to perform the daily duties of this position including bending, kneeling, lifting and walking.