

CITY OF GREENACRES

POSITION DESCRIPTION

Position Title: Child Care Assistant	Job Code No.: 6048
Department: Leisure Services	Classification: Non-Exempt
Full-Time <input type="checkbox"/> Part-Time <input checked="" type="checkbox"/> (check one)	Hours/wk or Shift: Varies
Reports to: Assistant Youth Programs Supervisor	Effective Date: 10/01/04
Directly supervises: N/A	Revised: 05/16/12

Position Summary: Assists with the daily operations, supervision, care, and counseling of participants in the after school child care programs and camps. Develops schedules, organizes and conducts a variety of playground games, activities, arts and crafts, and transports participants.

Essential Duties and Responsibilities:

(The duties listed are intended to serve as an example of the typical functions performed. They are not exclusive or all inclusive and will vary with assignments.)

- Organizes and leads various games, activities, programs, arts and crafts, etc.
- Develops and implements new activities.
- Ensures safety procedures and Health Department guidelines are followed.
- Assists with planning and implementation of the monthly activity schedule.
- Ensures the Quality Improvement System (QIS) standards are consistently met and participates in the annual QIS monitoring process.
- Assists with planning and organizing field trips and educational programs.
- Maintains accurate attendance records, discipline forms, accident reports, medication log, and other required paperwork.
- Ensures that proper opening and closing procedures are followed.
- Assists in the marketing and public relations for the program.
- Ensures safety and security of facility and participants.
- Administers basic first aid and medication as needed to participants.
- Verifies participants when entering and exiting bus; conducts inspection of bus to ensure all participants have exited.
- Transports participants daily.
- Performs other duties as assigned.

Knowledge, Skills and Abilities Requirements:

- Knowledge of:
 - Minimum standards of developmentally appropriate practice for elementary age children.
 - Games, activities and arts/crafts for youth.
 - Program policies and emergency procedures.
 - Basic office practices, procedures and equipment.
 - Basic first aid and CPR.

- Ability to:
 - Interpret and apply rules and regulations.
 - Work with children with disabilities in an inclusive setting.
 - Participate and lead groups of children in various recreation activities.
 - Establish and maintain an effective working relationship with co-workers, other City departments, public agencies and the general public.
 - Express self clearly and concisely, orally, and in writing.
 - Maintain clear, concise and accurate records.
 - Organize work assignments and resources to provide timely, effective and efficient operations.
 - Maintain confidentiality regarding participants and their family.
 - Support the City's Mission, Values and Goals.
 - Work flexible schedule.

Education and Experience Requirements:

- High School Diploma/G.E.D. with one (1) year combined volunteer and professional experience in care of children ages 5 to 16. The School-Age Professional Certificate (SAPC) is preferred.
- Minimum age of 18 years or older.
- First Aid and CPR certification within six (6) months of employment.
- Part I - Department of Children & Families (DCF) 30-hours of training within the first 90 days of employment and completed within 12 months, comprised of the five (5) DCF approved course (receipt of Competency Exams and the DCF Transcript documentation required).
- Part II - Department of Children & Families 10-hour School-Age Developmentally Appropriate Practices or the 12-hour Advancing Youth Development training within 90 days of employment and be completed within 12 months (receipt of official PBSC training certificate required).
- Possess a valid Florida Driver's License. Florida Class B Commercial Driver's License (CDL) with Air Brake (AB), and Passenger (P) within six (6) months of employment.
- Pass the Department of Transportation annual examination.

Physical Requirements/Working Conditions:

- Moderate lifting and carrying, 15-44 pounds.
- Use of fingers, both hands and both legs required.
- Walking and/or standing (2 to 4 hours daily).
- Depth perception.
- Ability to distinguish basic colors and shades of colors.
- Hearing (aid permitted).
- Operation of a motor vehicle.
- Combination of indoor/outdoor environmental conditions on a daily basis at times without effective protection from the weather which may include excessive heat and humidity with constant noise.

Tools and Equipment Used:

- Computer/printer/various software programs
- TV/Video Equipment
- Telephones
- Risograph
- Copier
- Buses and passenger van
- Two-Way Radio
- Fax machine
- Variety of Sports Equipment
- Custodial Supplies

The position description does not constitute an employment agreement, and is subject to change by the employer or the needs of the employer and requirements of the job change.

Approved by: /s/ Wadie Atallah
City Manager

Date: 5/16/12