



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performance of their duties just as though they were actually written out in this job description.

From: Human Resources Department

RE: PT Morning Childcare Program Aide

Salary: \$13.00/\$15.00hr. DOE

Date: July 17, 2026

Overview

We are seeking a compassionate and dedicated Morning Childcare Program Aide to join our team in providing enriching activities for children during our morning childcare program. The ideal candidate will have a passion for enhancing the quality of life for children in a recreational education setting. This role involves planning and

facilitating engaging recreational activities that promote social interaction, physical health, and emotional well-being among participants.

This position has been identified as a role that requires a North Carolina SBI criminal history record check based on responsibilities involving work with individuals under 18 years of age. The results of this record check will be used in the hiring decision for this position.

Responsibilities

- Assist in the planning and implementation of recreational programs tailored to the interests and abilities of participants.
- Facilitate group activities such as games, arts and crafts, music sessions, and exercise classes.
- Provide one-on-one support to participants who require additional assistance during activities.
- Monitor participation and engagement, ensuring a safe and supportive environment.
- Collaborate with other staff and supervisors to identify participants' needs and preferences for activities.
- Maintain an organized schedule of events and ensure all necessary materials are prepared in advance.
- Document participation levels and feedback from participants to help improve future programming.

Qualifications

- Previous experience in childcare, caregiving, or related fields is preferred.
- Strong skills in schedule management to effectively coordinate various activities.
- A background in social work or experience in child-care settings is advantageous.
- Excellent communication skills to interact positively with participants, families, and staff members.
- Ability to plan events that are engaging, inclusive, and tailored to the abilities of all participants.
- Compassionate nature with a genuine interest in improving the lives of children through recreational activities.
- Flexibility to adapt activities based on participant feedback or changing needs.

Join us in making a difference in the lives of our residents through meaningful recreation!

PHYSICAL AND DEXTERITY REQUIREMENTS:

- This position requires moderate physical activity
- Work primarily day hours and occasional evenings, and/or weekend events as needed.

JUDGEMENTS AND DECISIONS:

The Morning Childcare Program Aide is responsible for actions of those in his or her care. He or she will work in a generally fluid setting with goals, rules, and guidelines to be followed and operated on with an understanding that sometimes there may be variations from the normal routine.

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school diploma, GED.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid North Carolina driver's license.

Must be at least 18 years of age and safe driving record/able to drive a van on field trips

SPECIAL REQUIREMENTS:

Must possess CPR and First Aid Certifications (may potentially be provided by the Town of Waynesville)

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations. Must be able to perform basic life functions of fingering, grasping and repetitive motion.

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing and speaking abilities.

JUDGMENTS AND DECISIONS:

Responsible for guiding others, requiring a few decisions affecting a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

ADA COMPLIANCE

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

The Town of Waynesville has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Apply online: <https://www.surveymonkey.com/r/townofwaynesvilleapplication>

Or Scan the QR Code to apply online:



Interested applicants may submit an application to:

**Town of Waynesville,
Brittany Angel, HR Coordinator
Human Resources Department
16 S. Main Street
Waynesville, NC 28786**

**Or via email to bangel@waynesvillenc.gov
Applications accepted until position is filled.**