



Date: December 4, 2019

From: Human Resources Department

RE: Child Care Aid– Parks & Recreation Department

Hours: Monday- Thursday 8:30am -11am

Salary: \$ 9.00 hr.

GENERAL DESCRIPTION OF CLASS

The purpose of this class is to perform the job of Child Care Aid in an efficient and effective manner by observing department operational procedures, be prepared daily to provide courteous and professional customer service, and to perform related duties as assigned. This class works according to set procedures under close supervision.

ESSENTIAL TASKS

The Task listed below are those that spend the majority of time spent working in this class. Management may assign different task related to the type of work of the class as necessary.

- Assist in the management of the Play Care Room located in the Recreation Center of the Parks and Recreation department
- Participate in the planning, training, and implementation of the play care room and its activities
- Greet play care room participants and parents in a positive and upbeat manner
- Chart out activities and games that need to be introduced in the play care room
- Ensure that all rules are defined and enforced
- Perform emergency procedures such as minor first aid and CPR
- Consistently apply appropriate behavior management techniques to ensure a safe and enjoyable environment for all participants
- Ensure that all Play Care Room areas are organized and kept free of litter
- Communicate with parents / guardians of young participants to provide feedback about the Play Care experience

CLASS TITLE: CHILD CARE AID- PARKS & RECREATION

- Communicate regularly with the program supervisor or designee to provide updates
- Help with base camp programs as needed
- Other duties as assigned

INVOLVEMENT WITH PEOPLE, AND THINGS

PEOPLE INVOLVEMENT:

Requires serving others such as customers, attending to their requests and exchanging information with them.

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school diploma, GED or specialized vocational training.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid North Carolina driver's license.

EXPERIENCE REQUIREMENTS:

Requires over three months and up to and including six months of public contact experience.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

Physical and Dexterity Requirements

- Assist in the performance of the job involving guidelines, rules, and procedures with constant problem solving skills
- The job requires light to moderate physical activity
- Work day, evenings, and or week end events
- Requires secondary work that involves walking or standing for long periods of time. Involves exerting up to 20 to 50 lbs. of force on a recurring basis, and a consideration of skill in a speed and use of fingers, hands, and feet in a task of close tolerance
- Be prepared to be stand for long periods of times

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.

CLASS TITLE: CHILD CARE AID- PARKS & RECREATION

JUDGMENTS AND DECISIONS

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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.

**Interested applicants may submit an application to: Town of Waynesville,
Brittany Angel, HR Specialist
Human Resources Department
16 S. Main Street
Waynesville, NC 28786
Or via email to bangel@waynesvillenc.gov Applications
will be accepted until December 20, 2019**