

# EMPLOYMENT OPPORTUNITY



## **Position Title – Treehouse Childcare Attendant – Age 18+**

**Location:** West Chicago Park District

**Start Date:** Open

**Salary:** \$10.00 DOQ

**Hours/Days:** Tuesday through Saturday 8:45 a.m. to 12 p.m.

**Contact:** Melissa Medeiros – mmedeiros@we-goparks.org

### **General Description:**

Under general supervision of the Facility Supervisor, the Treehouse Childcare Attendant will be responsible for providing overall supervision of children in attendance, and ensuring a safe, comfortable environment. This is a part-time position with a variety of morning and evening hours Monday through Saturday. This is an at-will position.

### **Qualifications:**

- Candidate must be 18+ years of age.
- Candidate must have a high school diploma or GED or equivalent.
- Candidate must be CPR/AED certified within six (6) months of hiring (youth and infant).
- Candidate must complete DCFS mandated reporter training within sixty (60) days of hiring.
- Preference given to candidates with previous childcare and cash handling experience.

### **Essential Duties & Responsibilities:**

- Employee will perform all job tasks within the rules and guidelines of the West Chicago Park District's safety program.
- Employee must be on time for all work assignments.
- Employee will set up sign-in table.
- Employee will process registrations and visits in district registration system.
- Employee will supervise children during play.
- Employee may have to care for infants.
  - No diaper changing (locate parent if needed).
- Employee will not hold infants in lap for long periods of time.
- Employee will return all toys and equipment to proper place.
- Employee will attend all mandatory staff meetings.
- Employee will wear proper uniform at all times.
- Employee will find an acceptable substitute to cover shifts if not able to work.
- Employee will complete accident/incident forms as the need may arise and forward to Facility Supervisor within 24 hours of the incident.
- Employee will perform other duties as assigned by the supervisor.

**Secondary Duties & Responsibilities:**

- Employee must create enthusiasm and interest in the Park District.
- Employee must maintain appropriate customer service.
- Employee must adhere to Park District policies and procedures as described in the Part-Time and Seasonal Personnel Policies Manual.

**Cognitive Considerations:**

- Employee must be able to communicate effectively and clearly.
- Employee must be able to follow directions from the supervisor.
- Employee must be able to read, write, and organize materials.
- Employee must use good judgment and have safety awareness.
- Employee must be able to make decisions quickly and effectively.
- Employee must be able to trouble shoot issues and problems associated with the recreation department and facilities effectively and efficiently.

**Psychological Considerations:**

- Employee may be required to enforce policies and procedures.
- Employee may have to interact with individuals under stressful conditions.
- Employee must be able to deal with multiple situations at the same time while recognizing priorities of the Park District.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to work in a team atmosphere, while promoting the Park District's mission statement, vision and core values.
- Employee must maintain self-control and composure in difficult situations.
- Employee must have the ability to receive constructive criticism and/or supervision.
- Employee must have the ability to be flexible and adaptable to new situations.
- Employee must possess enthusiasm and drive with a desire to accomplish goals and objectives.
- Human relations skills are a plus.

**Environmental & Physical Demands:**

- Employee must operate and handle assigned equipment.
- Employee must have the physical agility to maintain mobility from site to site and be able to perform moderate manual tasks.
- Employee may perform duties which include, but are not limited to prolonged lifting, standing, stooping, bending, twisting, and climbing for extended periods of time.
- Employee must be able to lift 25 pounds safely.
- Employee must wear rubber gloves when cleaning toys.
- Employee may have to work in a high noise level area.