

**City of Moore
Child Care Coordinator
Job Description**

Exempt: No
Department: Parks & Recreation
Reports To: Recreation Center Supervisor
Location: Recreation Center
Date Prepared: January 14, 2016
Date Revised: May 05, 2016

GENERAL DESCRIPTION OF POSITION

Child Care Coordinator is responsible for monitoring the care of children 6 months to age 6. They are responsible for providing a safe and welcoming environment for children to play. They should create and implement a variety of fun and entertaining activities, and while enforcing the rules and safety procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. A positive attitude, passion for working with children, creativity, and enthusiasm. This duty is performed daily.
2. Supervise child care workers, monitor children at all times, and maintain proper security of the child care area by making sure all policies and procedures are being followed. This duty is performed daily, about 40% of the time.
3. Establish basic rules and regulations for operations. This duty is performed as needed, about 5% of the time.
4. Establish sign-in and sign-out procedures and protocols. This duty is performed as needed.
5. Responsible for cleaning and disinfection of toys and equipment. This duty is performed daily, about 5% of the time.
6. Develop schedules for the Child Care Specialist. This duty is performed weekly, about 5% of the time.
7. Must be able to follow all child care regulations and code requirements. This duty is performed as needed.
8. Assist in planning, organizing, development of child care programs and activities. This duty is performed weekly, about 15% of the time.
9. Know basic methods and techniques to child development and child psychology. This duty is performed daily.

10. Must use a high level of customer service and be patient with children. This duty is performed daily, about 25% of the time.
11. Maintain a sign in/out sheet at all times, forward injury reports, and other critical paperwork to supervisor. This duty is performed daily.
12. Be knowledgeable in all activities, programs, leagues, camps, and special events. This duty is performed daily.
13. Report all repair needs for child care facility to supervisor. This duty is performed daily.
14. Keep child care areas clean at all times. This duty is performed daily, about 5% of the time.
15. Good attendance and punctuality is required. This duty is performed daily.
16. Assist in operations at The Station. This duty is performed daily.
17. Works in a manner safe to the children and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required. This duty is performed daily.
18. Confidentiality of customer's information is required at all times. This duty is performed daily.
19. Keep supervisor informed of any concerns or problems with customers, memberships, scholarships, Activenet software, and staff issues. This duty is performed daily.
20. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others, plus 2 years related experience and/or training. Or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Must attain CPR, First Aid, AED Certification and child abuse training before starting date
Possession of, or ability to obtain, a valid Oklahoma driver's license may be required

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Spreadsheet

Basic: Alphanumeric Data Entry, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training

employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

Supervises the following departments:

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel; frequently required to stand, walk, sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear; an. The employee must occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; color vision; and ability to adjust focus.

ADDITIONAL INFORMATION

Knowledge of:

- Communicating with many different types of people and personalities
- Methods and techniques of organizing and implementing activities and programs
- Proper customer service skills
- State codes and regulations of health and safety practices in operating public facilities
- Pertinent, federal, state and local laws, codes and regulations

Ability to:

- Concentrate and pay close attention to detail
- Maintain order and discipline
- Ability to work with many children at one time
- Ability to use good oral, written, telephone communication skills, and follow written and verbal instructions
- Ability to teach children activities and lesson plans
- Make effective decisions concerning safety and security of the children
- Maintain a good relationship with parents and co workers
- Work well independently as well as with a team
- Interpret and apply applicable federal, state and local policies, laws and regulations
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective, working relationships with general public and other employees
- Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment
- Maintain effective mental capacity which permits: making sound decisions, using good judgment, utilizing other intellectual capabilities
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time, operating assigned equipment
- Work flexible hours, including weekends, evenings and holidays as needed and special events

Experience and Training Guidelines

Experience and training that would provide the required knowledge and abilities is as follows

Experience:

Experience with PC based applications including Word, Excel and internet browsers preferred
Must be at least 16 years of age and experience in working with 2 years old and older children preferred

Preferred experience in development and implementation of lesson plans, activities, and programs for child 2-12 years of age

WORKING CONDITIONS

Environmental Conditions:

Office/park environment; exposure to computer screens; work with others and alone; frequent contact with the public

Performs approximately 25% outdoors exposed to temperature extremes, dirt, dust, noise, etc75% in office

Physical Conditions;

Essential and other important responsibilities and duties require maintaining physical condition necessary for standing, walking and sitting for prolonged periods of time; physical and manual dexterity; may be required to operate assigned vehicle. Must be able to perform attached essential job functions.

TASK DESCRIPTION

Employee must lift items such as supply boxes. Requires vertically/ horizontally transferring items weighing up to (25-50 lbs)

Employee must tolerate sitting at a workstation for periods of time. Requires a tolerance of seated posture for prolonged periods of time

Employee must operate keyboard. Requires use of hands and fingers for inputting information into computer system

Employee must view computer screen. Requires use of eyes to read computer screen continuously throughout the day

Employee works in a City building at a workstation. Employee must tolerate working environment with inside controlled temperature

Employee must carry supplies from one location to another. Requires horizontally transferring items weighing up to (25-50 lbs)

Work requires continued walking, stooping, standing and some climbing

Work requires working in temperature extremes, dirt, dust, noise, etc.