



## VACANCY ANNOUNCEMENT

Job Title: Child Care Coordinator  
Closing Date: Open Until Filled  
Salary: \$10.05/hr  
Job Type: Part-time  
Department: Parks and Recreation – The Station at Central Park

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### JOB SUMMARY AND ESSENTIAL JOB FUNCTIONS

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 are responsible for supervising the child care workers, monitoring children at all times and maintaining proper security of the child care area by making sure all policies and procedures are being followed. They should create and implement a variety of fun and entertaining activities while enforcing the rules and safety procedures.

Experience with PC based applications including Word, Excel and internet browsers preferred.

Experience in working with 2 years old and older children preferred.

Must attain CPR, First Aid and AED certification before starting date.

Child abuse training before starting date.

Possession of driver's license may be required.

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### ALL APPLICANTS MUST COMPLETE AN APPLICATION

Return completed application to Moore City Hall. Selected applicant must pass background investigation, drug screen and supply a current driving record.

For additional information regarding work duties please visit [www.cityofmoore.com](http://www.cityofmoore.com)

City of Moore is an Equal Opportunity Employer