

City of Moore
Child Care Specialist
Job Description

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

GENERAL DESCRIPTION OF POSITION

Child Care Specialist is responsible for care of children 6 months to age 6. They are responsible for providing a safe and welcoming environment for children to play. They should 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. Monitor children at all times and maintain proper security of the child care area by making sure all policies and procedures are being followed by staff and customers. This duty is performed daily, about 70% of the time.
3. Enforce basic rules and regulations for operations. This duty is performed daily.
4. Cleaning and disinfection of toys and equipment. This duty is performed daily, about 5% of the time.
5. Must follow all child care regulations and code requirements. This duty is performed daily.
6. Assist in planning, organizing, development of child care programs and activities. This duty is performed daily, about 5% of the time.
7. Know basic methods and techniques to child development and child psychology. This duty is performed daily.
8. Must use a high level of customer service and be patient with children. This duty is performed daily, about 20% of the time.
9. Maintain a sign in/out sheet at all times, forward injury reports, and other critical paperwork to supervisor. This duty is performed daily.
10. Be knowledgeable in all activities, programs, leagues, camps, and special events. This duty is performed as needed.

11. Report all repair needs for child care facility to supervisor. This duty is performed as needed.
12. Keep child care areas clean at all times. This duty is performed daily.
13. Good attendance and punctuality is required. This duty is performed daily.
14. Assist in operations at The Station. This duty is performed as needed.
15. 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.
16. Confidentiality of customer's information is required at all times. This duty is performed daily.
17. Keep supervisor informed of any concerns or problems with customers, memberships, scholarships, Activenet software, and staff issues. This duty is performed as needed.
18. 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 7 to 11 months 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 use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Must attain CPR, First Aid, and AED certification within 30 days from hire

Child abuse training within 30 days

Possession of, or ability to obtain, valid Oklahoma driver's license may be required

At the option of the appointing authority or the City, persons hired into this class may be required to either possess at entry or obtain within specified time limits designated licenses, certifications or specialized education and training relevant to the area of assignment

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Alphanumeric Data Entry, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Light mental demand. Operations requiring intermittent directed thinking to carry out predetermined procedure or sequence of operations of limited variability. Operations requiring intermittent attention to control machine or manual motions.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

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.

No supervision.

Supervises the following departments:

Council Approved July 05, 2016

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for the organization's and/or associated organization's property where carelessness or error would result in only minor damage or minor monetary loss. Ordinary care and attention is required when handling this property in order to prevent loss.

ACCURACY

Probable errors of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

ACCOUNTABILITY

FREEDOM TO ACT

Defined. Semi-repetitive prescribed processes and procedures with nearby supervision.

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

Minimal impact. Job has little or no impact on the organization's end results. Job is focused on non-decision making activities or inconsequential duties.

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 occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

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.

Highly repetitive, moderately physical. Highly repetitive type of work 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

Education:

High school diploma or work towards diploma

License or Certificate:

Must attain CPR, First Aid, and AED certification within 30 days from hire

Child abuse training within 30 days

Possession of, or ability to obtain, valid Oklahoma driver's license may be required

At the option of the appointing authority or the City, persons hired into this class may be required to either possess at entry or obtain within specified time limits designated licenses, certifications or specialized education and training relevant to the area of assignment

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, etc 75% 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 cont