



CHILDCARE JOB DESCRIPTION

Position: Childcare Worker

Staff Classification: Part-Time, Year-Round

Hourly Wage: \$10/hour

Responsible To: Receptionist and Childcare Supervisors

Supervises: Children

Qualifications:

1. Must be at least 14 years of age.
2. Experienced in working a group of children of diverse ages.
3. Works independently; self-motivated.
4. Capable of managing and organizing multiple tasks.
5. Strong communication skills; able to communicate ideas to adults and children in a pleasant and professional manor.
6. Ability to work well in a team setting.
7. Physical capabilities: sitting on the floor, sitting on children's chairs, running, standing, kneeling and lifting up to 40 pounds.
8. Must possess a current state ID, driver's license or passport
9. Must be able to complete a USCIS Form I-9

Essential Job Function:

Caring for children during events, small groups and meetings at VCCE

Responsibilities:

1. Engaging children in activities (games, crafts, etc.).
2. Supervising parents checking their children in and out of childcare.
3. Handling money collection for childcare (in the absence on the Childcare Supervisor).
4. Overseeing appropriate discipline and safety measures.
5. Maintaining knowledge of and following VCCE abuse reporting protocol.
6. Attending safety training sessions.
7. Cleaning and tidying childcare room after the children leave.
8. Childcare workers who are not leaders at VCCE are required to work childcare for two Leader's Kick Off events per year.
9. Working one shift per year in addition to the Leaders Kick Off shifts.