

**Job Title:** Childcare Worker  
**Department:** Recreation  
**Reports to:** Recreation Supervisor

**Key Areas of Responsibility:**

- Interacts with and supervises children in Capon's playground area, game room, and Kiddy Korner Playhouse.
- Provides for the personal needs of children.
- Oversees activities such as art, story time, games, and outside play.
- Communicates with parents or guardians and gathers all pertinent information to provide quality childcare for guests.
- Maintains a clean, safe, and fun environment and complies with childcare rules and regulations.
- Escorts children to and from designated play areas/activities.
- Participates in and/or instructs children in games and activities.
- Enforces rules and safety regulations and follows proper emergency procedures.
- Monitors children and promptly assist any child in need of help.
- Cleans and organizes all play areas as needed, during and at the end of the shift. Picks up trash and straightens recreational equipment and/or furniture.
- Watches for possible safety hazards and reports any safety related situations to the Recreation manager.
- Assists with Capon's Kids Camp during the summer months.
- Additional duties as assigned.

**Education:** No Educational Requirements

**Experience:**

- Experience in childcare preferred.

**Training:**

- CPR/First Aid Training preferred

**Knowledge and Characteristics:**

- Ability to interact with children and communicate with parents/guardians.

**Tools/Equipment Used:**

- Playground Equipment
- Children's games, puzzles, and art supplies
- First Aid Kit

**Terms of Employment:**

This is a seasonal position from early to mid-June through late August. The schedule for the childcare worker varies with typical hours between 7-8 am until 1-2 pm. Days will vary and will include some weekend and holiday work. This is a part-time, hourly position. Must be able to lift up to 25 lbs. Starting pay range is \$10.00/hour.

This job description is not intended to and does not create a contract or offer of employment. If hired, employment will be on an at-will basis and can be terminated by either party.

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