



Position: Mid-week Childcare Staff

Department: Adult Community Life

Wage: \$11.50/hour

Combined Schedule: Wednesday AM and as needed

Reports To: Mid-week Kids Director

Exemption Status: Non-Exempt

Hours: 3-7 hours

Summary of Duties

The mid-week childcare room lead provides oversight to mid-week childcare rooms by ensuring curriculum is taught and safety policies and procedures are followed. They encourage and support volunteers in caring for children during mid-week classes and special events.

Essential Functions

- Educate Volunteers about safety procedures and ensure adherence to procedures
- Ensure the schedule provided by Midweek Kids Director is followed
- Ensure child check in and check out procedures are followed
- Change diapers and assist with toileting as needed according to CTK policy
- Communicate clearly, respectfully and professionally with parents utilizing childcare
- Provide support and correction for children using agreed upon behavioral support system
- Responsible for sanitizing toys and returning room to original organizational set-up
- Complete timecards in a timely manner with accuracy
- Respond promptly to schedule requests from Mid-Week Kids Director
- Report any injuries or incidents immediately to Mid-Week Kids Director
- Provide feedback to Mid-Week Kids Director regarding suggestion, supply needs, etc.
- Follow all CTK policies procedures, and infrastructure systems to ensure that all interdepartmental efforts flow smoothly, limit risk, and respect coworkers.
- Other duties desired by the director.

Knowledge, Skills, and Abilities Required

- Safety conscience
- Must have attention to detail, time management and organization skills
- Ability to master and communicate CTK safety policies
- Strong communication skills
- Must hold current CPR/First Aid Certification Infant - Adult
- Personal conduct must reflect the values and standards of CTK
- Must be able to sit on the floor, bend to reach objects floor and above your head, and lift 30lbs

Competencies to Be Developed

- Trainer
- Initiative/Hungry
- Interpersonal Skills