

South Davis Recreation Center
550 North 200 West Bountiful, UT 84010
(801) 298-6220

POSITION: Daycare Aide

EFFECTIVE DATE: 7/2019

SCHEDULE: varies, Mon-Thur

8am-12noon & 4pm-8pm

WAGE: \$7.25

Saturday 10am-1pm

POSITION REPORTS TO: Daycare Director & Office Manager

GENERAL PURPOSE:

Provide care for children while the parent's are away using facility. Must have the ability to work well with children and parents; be patient; move and react quickly to a variety of circumstances; establish and maintain effective relationships with employees and the public; communicate effectively; demonstrate good judgment and decision making; follow both verbal and written instructions and procedures. Have a knowledge of basic child care and feeding; understanding of infant and child development; health and medical care for children.

EXAMPLE of DUTIES:

1. Watches and attends to multiple children at any given time.
2. Records and documents participant information.
3. Provide a clean, safe and fun care environment for children. Checks children in and out while providing basic child care. Ensures safe play conditions and follows established security procedures when checking children out. Observes all safety procedures.
4. Greets parents and children; orients parents in regard to policies and procedures of care center and maintains positive rapport with parents and patrons; observes specific parent directions for feeding and special needs of children.
5. Provides first aid to injured children; completes accident report; resolves problems and complaints and refers comments to supervisor.
6. Assists with special events held by the facility; works with event coordinator/s for proper staffing needs.
7. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Knowledge, Skill, and Abilities:

A working knowledge of basic child care and feeding; understanding of infant and child development; public relations practices and techniques; health and medical care for children; office procedures; personal computer and software programs; record keeping techniques; general principles of supervision.

2. Special Qualifications:

Must be 18 years of age.

Must pass a background check with the South Davis Recreation Center AND have your fingerprints scanned and pass a background check with the Utah Department of Health.

Must have current certifications in American Red Cross Community First Aid & Safety, CPR for the Professional Rescuer, and AED or obtain within 60 days of hire.

3. Work Environment:

Incumbent of the position performs in a climate controlled environment. Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching talking, hearing and seeing. Common eye, hand, finger dexterity exist. Exposure to high levels of noise. Occasionally required to climb or balance, stoop, kneel, crouch or crawl. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminate thinking and creative problem solving. Must frequently lift and/or move 20 to 25 pounds and occasionally lift and/or move 35 to 50 pounds.

EQUAL OPPORTUNITY EMPLOYER