

Part-time and Substitute Childcare Worker Job Description

Worker in the childcare drop off at the Levin Jewish Community Center in Durham. This position is a part-time or substitute (hourly) employee who reports directly to the Youth, Family, and Camp Director. The main responsibility of this position is to supervise children in the drop-off childcare room.

Childcare room has morning and afternoon shifts Sun –Thurs and morning only Friday and Saturday.

Qualifications

- Over 18.
- Experience in working with children 3 months to 6 years old.
- Dependability, communication skills, and an excellent work ethic.
- Ability to accept guidance and supervision.
- Current CPR and First Aid certifications required.
- Must complete a criminal background check and child sexual abuse prevention trainings before beginning work.

Responsibilities:

- Creates a safe, friendly environment in the child care area with quality supervision, focused attention, and caring service for the members and their children.
- Ensures registration and check in/checkout procedures are followed.
- Responds to each individual child's needs promptly, attempting to prevent problems.
- Engages with children with age-appropriate activities such as reading stories, coloring, playing with games or toys.
- Supervises use of toys and supplies and notifies supervisor of supply needs, repairs, or replacements.
- Maintains a clean, orderly area, picking up as needed and sanitizing toys as instructed.
- Promotes harmony among the children, attempting to minimize conflict, with gentle but firm guidelines and discipline.
- Informs parents of issues relating to their child (i.e. illness, crying, and conflict).
- Notifies parent of diaper change needs immediately. Promotes the health of all children by asking parents to keep children home when ill.
- Exhibits good listening skills when conflict or discipline issues arise and problem solves professionally. Defers to supervisor if issues need further resolution.
- Reports any accidents or injuries immediately, and documents using incident report forms
- Assumes other duties and projects as needed and assigned – may be asked to help with administrative tasks or other projects during times when there are no children.
- Adheres to Policies and Procedures, including not babysitting privately for children met through the JCC

The Levin JCC does not discriminate on the basis of sex, sexual orientation, gender expression, age, race, ethnic origin, color, religion, nation origin, creed, marital status, disabled veteran status, or the presence of any sensory, mental, and/or physical disability that doesn't prevent the performance of the specific core tasks of this position.