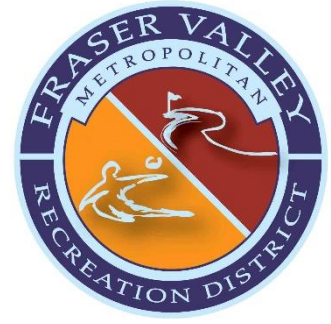


Fraser Valley Metropolitan Recreation District
P.O. Box 3348 Winter Park, CO 80482
970-726-8968



POSITION TITLE: Child Watch Attendant
CLASS: Part-Time
PAY TYPE: Non-Exempt
PAY GRADE: 20
PAY RANGE: \$14.00 - \$19.00 per hour
SUPERVISOR: Recreation Supervisor – Youth Programs

WHY WORK FOR THE FRASER VALLEY METROPOLITAN RECREATION DISTRICT?

The Fraser Valley is situated in a high mountain park and surrounded by the Arapaho National Forest and several wilderness areas. Home to Winter Park Resort, a world-renowned ski resort, the Fraser Valley offers a variety of winter activities and our idyllic summer climate is a haven for outdoor enthusiasts. The FVMRD has established an outstanding reputation for quality recreation and excellent customer service; creating amazing experiences for our residents and guests every day. We invite you to join our team!

GENERAL STATEMENT OF DUTIES: Provide a safe, caring, and fun environment in the Child Watch room for a number of children ages 6 months to 8 years while parents are utilizing the Grand Park Community Recreation Center (GPCRC).

ESSENTIAL JOB FUNCTIONS: The following examples are meant to be illustrative only and are not intended to be all inclusive. FVMRD reserves the right to modify the essential functions of this job at any time.

- Promote a welcoming, positive environment that fosters fun and safety.
- Greet parents and children in a friendly and professional manner as they enter the room.
- Ensure that each child is properly signed in and out by a parent or guardian.
- Treat every participant fairly and equally regardless of circumstances and/or abilities.
- Engage with participating children, ensuring the health and safety of all.
- Provide age-appropriate activities to the participating children.
- Clean and maintain the Child Watch room, leaving the room clean for the next shift. This includes putting away toys and games, disinfecting surfaces, vacuuming, sweeping, and emptying the garbage.
- Ensure all emergency procedures are followed as stated in the GPCRC Emergency Action Plan.
- Immediately notify parent/guardian and Youth Programs Supervisor of any accidents, injuries, or illnesses; complete appropriate accident, injury, and illness reports as necessary.
- Attend scheduled staff meetings and trainings.
- Perform other related duties as necessary.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of safety policies, procedures, and practices.
- Excellent customer service skills including the ability to resolve/diffuse parent issues and complaints.
- Ability to read and interpret written documents and manuals.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain an effective working relationship with staff members, patrons, and the general public.
- Ability to work mornings, evenings, weekends, and holidays as necessary.

EDUCATION, TRAINING AND EXPERIENCE:

- Must be 16 years of age or older.
- Enrolled in high school, high school diploma or G.E.D. equivalent.
- Possess, or be able to obtain, CRP, First-Aid, and AED certifications (training provided).

Work Environment: Work is primarily performed in an indoor child care type setting and occasionally in an outdoor playground setting. This position may include periods of high activity and quiet to loud noise levels.

Physical Requirements: While performing the duties of this position the employee is required to sit, stand, walk, kneel, talk, hear, and see. Occasional lifting of 10 pounds or greater is required, including the ability to lift, hold, and carry a child.

The FVMRD is customer service oriented and committed to hiring individuals who respond effectively and efficiently to citizen needs and concerns.

EQUAL OPPORTUNITY EMPLOYER

Employee Name

Employee Signature

Date