

NURSERY ATTENDANT
375

DEPARTMENT: Community Services/Parks and Recreation

NATURE OF WORK:

Responsible for the supervision, program implementation and care of youth ages three months to ten years of age, in the nursery. Provides a safe and secure environment for children of Center users. Work is performed under the continuing supervision of the Customer Service Staff.

ESSENTIAL FUNCTIONS OF THE JOB:

Responsible for the entire care of the child, including feeding, changing, and napping.

Plans supervised activities for the children, including arts and crafts, sports, and games, etc., for different age groups and skill levels.

Ensures a safe environment for play.

Reports all accidents, incidents, and disciplinary problems to supervisor.

Oversees proper use of facility, equipment, and supplies.

Maintains positive rapport with parents.

Attends staff meetings and training sessions.

Administers first aid, as necessary.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge and understanding of child growth and development.

Some knowledge of instructional procedures and practices.

Ability to work effectively with children.

Ability to plan and direct quality activities.

MINIMUM QUALIFICATIONS:

Highschool diploma or equivalent, preferably supplemented by college course work in education or related field, and one year of experience working with children ranging in age from three months to ten years; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above. Must be certified in CPR and first aid.