



Job Description Infant and Toddler Care Aide

GENERAL DESCRIPTION:

The Infant and Toddler Care Aide is employed by Sunset Park and Recreation District, under the direction of the Youth Programs Manager, provides direct service to the infants and toddlers. This may involve providing leadership on a one-to-one basis or working with groups of individuals as the instructor of program activities.

SUPERVISION RECEIVED:

This position comes under the direct supervision of a Youth Program Manager / Director of Programs of the Sunset Empire Parks and Recreation District, or an individual assigned by the Executive Director to supervise the duties of the Infant and Toddler Care Aide. The Infant and Toddler Care Aide is responsible for the following and carrying out all of the workplace expectations and policies for the Sunset Empire Park and Recreation.

ESSENTIAL DUTIES:

The essential duties for the Infant and Toddler Care Aide include but not limited to:

- Assist with supervision of infants at all times in classroom, changing area, playground and all other district property.
- Assist the Youth Programs Manager in developing and implementing daily and weekly lesson plan activities that meet the physical, emotional, intellectual and social needs of the children in the program
- Follows the philosophy of the program and implements program specifications as directed by the Youth Programs Manager and from parent feedback.
- Supervise Infants and/or Toddlers to meet program objectives concerning quality, safety, and cleanliness.
- Help provide various experiences and activities for children including songs, games, and storytelling. Assist in care-giving routines (feeding, diaper changing).
- Provide direct service to assigned or designated programs.
- Accurately document participant's regular schedule through a written daily report
- Maintain classroom areas by cleaning up after activities.
- Prepare snack and clean up after snack.
- To issue, receive, maintain, and inventory class equipment.
- To maintain attendance and activity reports.
- Implement Positive Child guidance and intervention supports
- Lead activities under the direction of the Youth Programs Manager.
- Will be alert and responsive to children at all times.
- Positively and successfully perform tasks within work team dynamics
- Attends meetings as required by Youth Program Manager.
- Keeps accurate accident/incident records and time-sheets. Reports all accidents/incidents immediately to Youth Programs Manager.
- Attend trainings in order to meet state certification requirements.
- Performs other job related duties as assigned.

QUALIFICATIONS:

Skills / Personal Attributes

The Infant and Toddler Care Aide must possess the following skills and attributes:

- Teaching skills
- Team building skills
- Analytical and problem-solving skills
- Decision making skills
- Effective verbal and listening communications skills
- Stress management skills
- Time management skills
- Ability to maintain strict confidentiality
- Positive behavior management

Ability to:

- Communicate courteously and cooperatively with other staff and the general public, on the telephone or in person, including handling difficult or irate people.
- Establish and maintain effective working relationships with supervisor, other staff members, program participants and the general public.
- Interpret, explain, follow and apply District policies and written instructions.
- Perform general clerical work including maintenance of appropriate records and compiling information for reports.
- Work with minimal supervision.
- Maintain a neat, professional appearance.
- Speak clearly and concisely, in English, both verbally and in written form.
- Lift small children and equipment.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Current First Aid and Infant/Child CPR Certification or the ability to become certified
- Must be 18 years of age or older.
- Complete annual trainings as assigned by Youth Programs Manager.

PHYSICAL SKILLS

Duties are primarily performed indoors. Requires standing and walking for long periods of time. Incumbent is typically exposed to noises and interruptions, including sudden loud noises, and multiple voices within a crowded environment. The flow of work and character of duties involve normal mental and visual attention much or all of the time. Manual dexterity and coordination is required, making up more than 50% of the work period. Physical exertion may be to lift and carry small children and/or items weighing less than 30 pounds.