

## **JOB DESCRIPTION**

### **DAYCARE WORKER**

The Daycare Worker shall be responsible for assisting in all areas necessary for the good health and security of the children and shall report to the Program Director.

#### **Duties and Responsibilities:**

- Assist in the implementation of a structured child care program.
- Greeting parents and addressing their concern.
- Assist in the development of Early Childhood activities.
- Preparation and the serving of meals daily.
- Assist in daily housekeeping duties.
- Occasionally supervise infants and toddlers.
- Prepare and set up projects according to lesson plans.
- Assist in daily routine care for the children.
- Attendance of mandatory trainings and workshops.
- Assure the center remains safe.
- Be willing to venture and extend self to others.
- Demonstrate sensitivity to the issues and concerns with the population served.
- Be flexible for a wide range of tasks from the routine and predictable to the unique and unexpected.
- Regular attendance and punctuality expected

THESE DUTIES AND RESPONSIBILITIES ARE SUBJECT TO CHANGE AS DEEMED APPROPRIATE AND NECESSARY BY PROGRAM DIRECTORS AND SENIOR STAFF MEMBERS

#### **QUALIFICATIONS:**

1. CDA Certification
2. Minimum 2 years experience working with children, preferable in a child care facility
3. Ability to interact with parents
4. High school diploma, GED or greater.