

Job Description

Job Title: Playcare Staff	Department: Playcare
Reports To: Playcare Manager	Status: non exempt/hourly

JOB SUMMARY

The Playcare programs staff ensures members and their children receive the highest level of customer service and care.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Interact with the children in a positive playful manner
- Feeding or holding infants
- Must be able to ease anxiety of the children and problem solve in a positive manner
- Assist with craft making and storytelling
- Responsible for working scheduled shifts. Responsible for covering planned absences
- Interaction with parents in a positive manner
- Other duties as assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must be highly motivated with excellent communication, interpersonal skills and excellent organizational skills
- An understanding of childcare operations
- Must be able to work days, evenings, and weekends as necessary
- Must have a desire to work with children
- Responsible for general cleaning of the playcare area (cleaning toys, wiping down tables and keeping playcare organized)
- Proficiency with industry standard word processing, spreadsheet, database, graphics, and presentation applications

PHYSICAL DEMANDS

- Stand for long periods of time
- Must be able to conduct Member/prospect interactions at POS stations in the Playcare room
- May require to lift objects or children up to 45lbs

REQUIRED EDUCATION, CERTIFICATIONS AND EXPERIENCE

- Must have experience in childcare
- Must have experience in customer service
- College degree preferred
- CPR, First Aid, and AED certifications (must be obtained within 60 days of hire)

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature: _____ Date _____