



535 North Tyler Avenue
PO Box 1480
Pinedale, WY 82941

www.pinedaleaquatic.com
307.367.2832

JOB DESCRIPTION: CHILD CARE ASSISTANT

The Child Care Assistant is responsible for taking care of children in the PAC Child Care room. This individual should enjoy being around children and maintain a safe, friendly, stimulating environment. They may be asked to work varying shifts based upon heavy patron usage. This position is an hourly position and will work a varied schedule to include early mornings, evenings, and holidays.

Supervised by: Recreation Manager and Recreation Assistant

Essential Job Duties:

- Provide a nurturing, secure environment of children of patrons of PAC.
- Maintain a detailed and accurate attendance log.
- Fill out appropriate paperwork if there is an incident that needs follow up action.
- Alert the Front Desk in a timely fashion if any back-up assistance is needed.
- Complete all daily cleaning and checklists following PAC childcare procedures.
- Perform other appropriate child care functions as assigned.
- Performs other appropriate duties as assigned.

Qualifications:

- Must be 16 years of age or older.
- Must enjoy being with children.
- Previous experience supervising children preferred.
- Previous customer service experience preferred.
- CPR/First Aid Certification or able to obtain within 30 days of hire date.
- Must be able to complete all trainings as assigned.
- Must pass a background check, if age 18 years or older, and any required drug screenings.

Abilities:

- Must be able to exercise mature and independent judgment and critical thought.
- Must be able to communicate verbally and in writing.
- Must be able to work efficiently and effectively as a team member within PAC.
- Must be able to understand and communicate policies, procedures and protocols.
- Must be able to concentrate and pay close attention to detail with frequent breaks in concentration associated with the distraction of small children.
- Must be able to perform all physical movements necessary for providing care for children including but not limited to getting up and down from the floor, picking up objects on the floor, and picking up a child.

I, _____ have read the above job description for the Pinedale Aquatic Center Child Care Assistant position. To the best of my knowledge I am able to perform all duties of the job as described.

Employee

Date

Supervisor

Date