



Position Description: Kids Care Associate

The following provides a detailed description for the position of Kids Care Associate. Actual duties performed may vary slightly.

General Position Description

Kids Care Associates take care of children ages 3 months to 12 years, while the children's parents or guardians are at the facility. Associates may work individually with one child or with groups of children to create a safe, comfortable, and creative environment in which children can mature and learn.

Responsibilities of the Position

- Ensure children are safe and well behaved. Care for members' children by providing a safe, friendly and open environment
- Ensure that every child is signed in and out by parents or guardians
- Occupy children's time through creative play or activities. Create new games and activities to keep interest level of returning children. Read to children and teach simple painting, drawing, games, hand work, and songs
- Arrange and take part in indoor play
- Maintain a safe room/equipment, correct any problems, and report damage to the Kids Care Center Coordinator or Manager on Duty
- Correct children when needed, following rules of center and/or parents
- Teach children to share and to be giving, patient, and understanding of others
- Inform parents of issues relating to the child (i.e. illness, fight, crying)
- Encourage children to care for and pick up toys, books, and clothing
- Make sure all supplies and play things are put away and the Kids Care Center is cleaned at the end of each shift including washing and sanitizing toys and equipment
- Have knowledge of all the kids programs and the procedures for enrollment and participation
- Respond to all questions with accurate information or refer them to appropriate Staff for prompt and courteous service
- Demonstrate positive attitude and actions through a display of courtesy, service, cooperation, hospitality, sensitivity and professionalism to internal and external clients
- Adhere to all company rules and procedures for children and play area
- Attend all required staff meetings

Required Skills & Prerequisites

Education

- High School diploma or GED required
- Some college education preferred

Experience

- Minimum 1 year prior experience in a daycare/childcare environment preferred

Licenses / Certifications / Registrations

- Infant and Child First Aid and CPR certification required

Additional Skills

- Excellent communication and customer service skills
- Extensive knowledge of all club activities and promotions
- Firmly but tactfully enforce Company Policies and Procedures
- Excellent communication, listening, and interpersonal skills
- Ability to build relationships with members



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- Ability to resolve conflicts in a professional, tactful manner
- Ability to multi-task and learn quickly

Assigned Hours

- Part-time, 12-20 hours per week
- Some nights & weekends necessary

Responsibilities of all Positions

- Support and articulate the company mission statement
- Adhere to company policies and procedures
- Ensure cleanliness of the facility using all 5 senses:
 - Sight to ensure facility is neat and orderly
 - Sound to ensure music/ sound levels are appropriate
 - Touch to ensure floors, countertops, etc are clean and dry
 - Taste to ensure food & beverages in the café are up-to-standards
 - Smell to ensure the facility is fresh and odor free