



## **CHILD WATCH ATTENDANTS (Part-Time)**

Upper Merion Township, located in King of Prussia, PA is looking for part-time, highly motivated **Child Watch Attendants** who will report directly to the **Front Desk Supervisor**. The successful candidates will be responsible for overseeing children in the Child Watch Area of the Upper Merion Community Center.

The duties of the **Child Watch Attendants** include (but not limited to):

- Greets members and guests in a warm, friendly manner.
- Checks infants and children in and out while providing basic child care.
- Ensures a safe, clean and fun playing conditions and follows established security procedures.
- Orients parents in regard to policies and procedures of child watch area and maintains a positive rapport with all parents and patrons.
- Develops and implements age appropriate activities for children.
- Attentively watches and attends to the children.
- Participates with children in activities.
- Treats children, if injured, and completes incident reports; reports to parents and supervisor.
- Professionally handles complaints and comments and refers comments to proper personnel.
- Observes specific parent directions for feeding, nap times and special needs.
- Assists with public relations duties such as preparing and distributing relevant materials.
- Maintains the highest levels of ethical standards of the department.
- Performs other duties as assigned and/or required.

The **Child Watch Attendant** position will interact with the general public and other Township staff. Successful candidates must have excellent customer service and skills, the ability to work independently, as well as in a team environment.

### **Minimum Qualifications:**

- High School Diploma or Equivalent.
- CPR, AED, and First Aid Certification required or ability to acquire prior to starting.

### **Additional Requirements:**

- Previous child care experience is strongly preferred.
- Ability to work a flexible schedule that includes days, evenings, split shifts, weekends and/or holidays.
- Ability to work under stressful situations, ability to stay calm and have excellent problem solving skills.
- Department of Human Services Child Abuse Clearance.
- The Pennsylvania State Police Request for Criminal Records Check.
- The Federal Criminal History Record Information (CHRI).

### **How to Apply**

- For immediate consideration, applicants should complete an employment application by visiting <http://www.umtownship.org/index.aspx?nid=909> and submit the **full job application, cover letter and resume** via email to: [hr@umtownship.org](mailto:hr@umtownship.org). **Applications will be accepted until positions are filled.**

**Equal Opportunity Employer**