



# City of University City

## EMPLOYMENT OPPORTUNITY



<b>Job Title</b>	Child Care Assistant (Cub Care)
<b>Department</b>	Department of Parks, Recreation, and Forestry
<b>Pay</b>	\$9.00 Per Hour
<b>Exempt/Non-exempt</b>	Non-Exempt
<b>Status</b>	Part Time

Responsible for the supervision and care of program participants in Centennial Commons' Cub Care Child Care Room

### **Essential Duties and Responsibilities**

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Organizes and conducts activities for program participants.
- Works with the public, staff and participants in a professional manner.
- Works with computer programs and regular office equipment.
- Supervises infants/children between the ages of 3 months to 8 years of age
- Responsible for the logistics of up to 5 children at a time.
- Responsible for the return of children to the correct parent or guardian.
- Maintains clean and organized work areas.
- Informs supervisor of all positive and negative information regarding facilities, programs, staff or the general public.
- Attends all staff meetings.
- Other tasks as assigned by supervisor.

### **Desirable Knowledge, Skills and Abilities**

- Ability to maintain a clean and neat appearance at all times.
- Ability to work independently and efficiently without constant supervision.
- Ability to maintain a positive image for the City of University City and Centennial Commons at all times.
- Ability to establish and maintain effective working relationships with staff, participants, and general public at all times.
- Ability to communicate and understand the needs of children to provide safe and efficient care.
- Exceptional patience and tolerance to work effectively with children.
- Ability to communicate effectively in oral and written form.
- Ability to work a combination of early mornings, days, evenings, and weekends
- Ability to be trained on new techniques and jobs.

**EQUIPMENT USED TO PERFORM JOB**

- Telephone, computer, copy machine, radio, TV, DVD, vacuum cleaner, AED defibrillator.

**Physical/Visual Activities and Demands**

- Sitting, talking, hearing, walking, reaching, stooping, bending
- Concentrated mental and visual attention with normal hand-eye coordination required
- Clarity of vision at 20 inches-corrected or uncorrected
- Occasional moving of items up to 60lbs

**Minimum Training and Experience Required to Perform Essential Job Functions**

- Must be at least 17 years of age
- Availability is flexible for various shifts
- Previous child care experience or Babysitter Training preferred

**Contact Information**

Interested applicants should apply using this link: <https://ucitymo.applicantpro.com/jobs/>

*The City of University City is an Equal Opportunity Employer and participates in E-Verify. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*