



## CITY OF DES PERES - JOB DESCRIPTION

<b>Job Title:</b>	<b>Tot Care Aide</b>
<b>Department:</b>	Parks and Recreation
<b>Reports To:</b>	Facility Specialist
<b>Hours:</b>	Mornings, Year Round (10-16 hours/week, maximum 29 hours per week) Evenings, Year Round (10-16 hours/week, maximum 29 hours per week)
<b>Pay Range:</b>	\$8.75-\$10.75/hour DOQ

### Summary

Responsible for assisting in supporting and enforcing the rules, regulations and safety of the Tot Care room participants. Responsible for following the guidelines of The Lodge Life by providing excellent customer service, empowering other team members, bringing the community together, creating experiences worth repeating and constantly improving our services. May provide back-up support to other areas of the Parks and Recreation Department as needed.

**Essential Duties and Responsibilities include the following. However, other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

- Maintains an environment that is warm and caring for all Tot Care participants.
- Monitors and interacts with the Tot Care participants. Provides activities that are suitable for the participant's needs and wants.
- Maintains a clean and safe environment by monitoring the facility constantly and addressing any potential hazards immediately.
- Conducts self in a professional manner. Understands and relates to parents dropping their children off in the Tot Care room.
- Handles situations with the public in a tactful, professional and friendly manner.
- Exercises good interpersonal skills by gladly assisting others to accomplish the work of the organization, even if it is outside the scope of regular duties.
- Performs public relations tasks and responds to inquiries from the public.
- Assists in conducting special events and community activities.
- Acts in a dependable manner by meeting schedules and deadlines, adhering to policies and procedures and maintaining an excellent attendance record.
- May assist in the instruction of programs and classes.
- Completes all necessary forms during the scheduled shift.
- Performs opening and closing procedures in an efficient and orderly manner.
- Enforces facility policies and City rules and regulations.
- Reports any problems, suggestions, equipment issues or any other information to direct supervisor in a timely manner.

### Supervisory Duties

None

### **Education and Experience Required**

A high school diploma or in the process of obtaining a high school diploma. Some college is preferred. One year related work experience is preferred. American Red Cross CPRPR and First Aid certification must be obtained within three months of employment.

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

Knowledge of

- Children and infants wants and needs
- Proper care techniques for children and infants

Ability to

- Demonstrate professional public relations skills, effective interpersonal and communication skills
- Prioritize tasks
- Operate office machines and equipment
- Be trained on new techniques and jobs
- Work mornings and/or evenings and Saturdays an average of 15 hours per week

### **Language and Mathematical Skills**

Ability to read and comprehend simple instructions, short correspondences and memos. Ability to write simple correspondence. Ability to add, subtract, multiply and divide using whole numbers, common fractions, and decimals. Ability to compute rates, ratios and percentages.

**Mental and Physical Demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to meet these demands.**

Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Regularly required to sit, stand, walk and reach with hands and arms. Regularly required to hold and cradle infants and toddlers. Must be able to see, speak and hear. The City of Des Peres is an Equal Opportunity Employer. Reasonable accommodation will be provided as required by law.

### **Work Environment**

The indoor environment provides for a safe and healthy work environment and is smoke and drug free. Occasionally, it may be wet and humid, as well as moderately loud.