



## **Jewish Community Center of Greater Albuquerque**

### **Offers an Employment Opportunity for JCC Staff**

#### **J-ZONE & Drop In Child Care Attendant**

**Classification: Non-Exempt**

**Reports to: Youth & Family Engagement  
Director**

#### **Summary/Objective:**

The JZone & Drop-in Childcare staff are responsible for the providing for the safety and well being of the JCC's childcare program, which serves JCC members and their families seven days a week. The drop-in childcare program accepts children ages 4 months to 5 years old. The J-Zone program accepts children 5-12 years old. JCC members may leave their children while they enjoy the JCC's facility and programs. Children receive closely supervised age-appropriate care and can engage in age-appropriate and developmentally-appropriate learning and play activities. JCC prides itself on the quality of this program, which provides a warm, nurturing, fun and educational setting. The Attendant works directly with children and interacts with parents. Staff will receive a primary assignment to either JZone (ages 5-12) or Drop in care (4 months – 5 years old), but may be required to float between the two areas as needed.

#### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work with the Supervisor and staff to deliver an overall high-quality childcare program.
- Seek immediate medical attention and document details of the incident.
- Work as a team when scheduled with another staff person to ensure all children are properly monitored and safe.
- Help young children remove outer garments like jackets, sweaters, etc.
- Organize and participate &/or supervise age-appropriate play, activities and games.
- Direct and assist young children in toileting and diapering as needed (for young children).
- Help children develop habits of caring for own belongings, picking up and putting away items
- Maintains discipline.
- Maintain a clean, healthy and safe room environment.
- Ensure basic hygiene protocols are followed including hand cleanliness.
- Communicate with parents; respond to member questions and concerns.
- Notify Supervisor immediately regarding any concerns and/or complaints.
- Notify Supervisor immediately regarding any issues you observe or know of.
- Available to cover other shifts as needed.

#### **Working Environment:**

The noise level in the work environment is usually loud (largely dependent on the children the employee will be supervising).

## Physical Demands:

The physical demands described here 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 perform the essential functions. While performing the duties of this Job, the employee is regularly required to stand, walk and talk or hear. The employee is frequently required to sit and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl, especially while interacting and/or playing with children. The employee must regularly lift and/or move children weighing up to 50 pounds and other objects weighing up to 15 pounds.

## Required Education and Experience

- Experience in childcare strongly preferred
- Ability to relate to and engage children in age-appropriate activities.
- Independent, highly-organized self-starter; excellent customer service and communication skills.
- Strong work ethic and commitment to organizational mission.
- **Must have a passion for kid's health and willing to get our kids moving and playing!**
- Flexibility to cover other shifts as needed.
- Must be at least 16 years of age.
- Must be willing/able to work evenings and/or weekends.

## Other Duties

Please note this job description is not inclusive of all activities, duties or responsibilities that are required of the employee for this job. The job description is designed to include most of the duties and responsibilities of the position and activities may change at any time with or without notice. A supervisor may assign other duties to meet mission requirements of the Jewish Community Center and cooperation of all personnel is expected to carry out the mission.

**The JCC is an Equal Opportunity Employer and fully complies with all Federal, State and Local Laws.**

## Signatures

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_