



City of Mason
Employment Opportunity
For
Assistant I - Kids' Korner Attendant

Hiring Range:	\$14.00 - \$17.51 DOQ	Classification:	Assistant I
Reports To:	Member Service Supervisor		
FLSA:	Non-Exempt		
Posted:		Department:	Parks & Recreation
Working Hours:	Flexible	Status:	Part-time

General Statement of Duties and Distinguishing Features of Class

Provides safe and attentive care and activities to youth who are left in the childcare facilities at the Mason Community Center.

Examples of Work (Illustrative Only)

- Demonstrates courteous, polite and respectful behavior to all patrons and facility staff members.
- Assists in the leadership of activities of the Kids' Korner to provide a safe, clean and enjoyable environment for the children.
- Maintains cleanliness of the facility as well as performs assigned maintenance duties.
- Assists with the entry and exit of each child using the Kids' Korner; including payment, sign-in/sign-out and the completion of appropriate medical information.
- Performs opening and closing procedures.
- Prepares and maintains administrative records and paperwork as requested.
- Attends in-service training sessions and/or staff meetings as requested.
- Upholds the policies and procedures of the City of Mason and Parks & Recreation Department.
- Displays knowledge of the department's *Infectious Material & Exposure Incident Policy* and facility Emergency Action Procedures.
- Administer and record any necessary first aid/victim care within the level of emergency training.
- Demonstrates knowledge of all emergency procedures throughout the recreational areas.
- Performs related duties and responsibilities as required.

Skills, Knowledge, and Abilities: The following is preferred

- Possess and maintain current certification in American Red Cross CPR (adult, child and infant), first aid required, Babysitter's Training desirable.
- Previous babysitting experience desirable.
- Ability to work with small children and exhibit patience.
- Ability to work a flexible schedule (evenings, weekends & holidays).

Physical Requirements

Work in a recreational environment, frequent walking and standing; ability to lift/carry objects up to 50 pounds, stoop, and crouch, sit or stand for extended periods.

I understand that I am applying for employment at will, and nothing in this job description and no oral statements made to me in connection with this job description can be construed as a contract of employment.