



Day Care Attendant

REPORTS TO: Child Care Coordinator, Vice President, General Manger

PURPOSE OF THE JOB

The indoor Day Care Attendant is to ensure the smooth preparation of all children taking part in daily Child Care Program. Prepping children for outside activity, efficiently and quickly will set the tone for the day. In addition, ensure the cleanliness of the facility and its equipment during downtime for sanitary purposes. Attendants will work closely with the Child Care Team Leader, in ensuring a productive program.

DUTIES & RESPONSIBILITIES

- Responsible for preparing children for outdoor lessons
- Entertain children who spend time in the play area of the building
- Assist with the cleanliness of the Day Care building
- Create a positive and inviting atmosphere for visiting children
- Assist with lunch supervision of children
- Assist if needed, with the reconciliation for daily registration
- Attend scheduled meetings by Child Care Coordinator
- Learn and adhere to all fire and emergency procedures
- Knowledge of the Violence and Harassment Policy & Procedures
- Read, understand and comply with all Resort Policies and Procedures
- Other duties as assigned

SKILLS & EDUCATIONAL REQUIREMENTS

- Experience working with children and people of all ages
- Self-motivated individual
- Strong interpersonal skills
- Possess effective communication and problem solving skills
- Able to work cooperatively with a number of departments
- Read & write English and able to differentiate between colours



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PHYSICAL & TIME REQUIREMENTS

- Day Shift Hours
- Afternoon Shift Hours
- Be on call and available, if required, on days off
- Report to Snow School Meeting Area on the hour, scheduling lunch and washroom breaks according to business demands

- Physically fit to lift up to 40 lbs, assisted lifts with anything over 40 lbs
- Work outdoors in adverse weather and on adverse terrain
- Stability to walk on uneven surfaces and icy conditions
- Work as a team
- Ability to work in a fast pace high stress environment
- Ability to deal with demanding guest and children that may cause stressful situations
- Communicate, converse with and exchange accurate information with guests and fellow employees in a polite and professional manner

Employee Signature

Date

Robert Huter

Robert Huter, General Manager