



NOTIFICATION OF JOB OPENING

TO: All City Departments

POSITION TITLE: Part Time Child Care Attendant
Central/Clemson Recreation Center

BASIC FUNCTIONS: As a childcare attendant you will be the primary care giver for children 13 months and older for members and visitors of the CCRC. Maintaining a safe and positive atmosphere for all children under your supervision. Part-Time; no more than 25 hours per week are permitted; a minimum of 10 hours per week is required. Based on the needs of the Membership Services Coordinator, days and times may vary. Childcare operates Monday thru Friday 8:00 AM – 1:00 PM and 3:00 PM – 8:00 PM.

DESIRED SKILLS AND ABILITIES: Care for children in a defined area for attending members. Interact with the children in a positive and age appropriate manner. Organize and participate in recreational & educational activities, such as games, drawing, crafts, reading, etc. Maintain discipline with the children. Keep security, incident, registration and attendance records on all children. Organize and store toys and materials to ensure order and safety. Maintain daily open communication with parents. Maintain confidentiality. Report any suspected abuse to a supervisor. Maintain a safe and healthy environment. Confirm childcare payments for members or take payments for daily drop offs before children are left. Perform opening/closing duties.

DESIRED MINIMUM QUALIFICATIONS: Applicants are required to have graduated from an accredited high school or have a General Equivalency Diploma and general office experience or any equivalent combination of education and experience. Experience should include specialized childcare training or prior employment with a daycare/childcare facility. All applicants must submit to a background check and drug test and must be certified in First-Aid, Adult, Child & Infant CPR, and AED.

SALARY HIRING RANGE: \$8.00 - \$9.00 per hour

HOW AND WHEN TO APPLY: Applications with resumes taken at Clemson City Hall, Human Resources Department, Monday–Friday, 8:00a.m.–5:00p.m. or mail resume to Human Resources Department, 1250 Tiger Blvd., Suite 1, Clemson, SC 29631. An application can also be completed online at www.cityofclemson.org. The City of Clemson does not discriminate against persons on the basis of race, religion, color, national origin, disability, age, marital status or sex in their opportunity for employment.