

## **WARTBURG COLLEGE POSITION DESCRIPTION**

### **Title of Position – Childcare Attendant**

Preparation Date: March 28, 2018

#### Principal Duties and Responsibilities:

1. Provide a safe haven for W member's children.
2. Perform morning and evening counts based on sign-in and sign-out sheets and checking the member's ID card each time.
3. Provide quality customer service for The W members by answering questions and being a positive role model.
4. Support and enforce The W rules.
5. Be flexible to assist others with shifts and responsible when opening and closing the room.
6. Clean room after each shift.
7. Other duties as assigned.

#### Supervision

Definite objectives are set up for the employee by the supervisor, requiring the use of a wide range of standard procedures. Both O&M Directors will plan work schedules and priorities.

#### Minimum Qualifications

1. Have current certifications for CPR/AED, first aid, and blood borne pathogens or working towards a certificate. Employee classes are available.
2. Good customer relations skills.
3. Have knowledge of the age group you will be responsible for (6 months to 7 years old).
4. Ability to work and play with the children while keeping the children in the room under control and safe.
5. Proper hygiene required.

Department Shifts: Employees may work one or both shifts depending on their schedules. Days are also flexible.

1. 8:30-11:00 a.m. Monday-Friday
2. 4:30-7:30 p.m. Monday-Friday

#### Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: [hr@wartburg.edu](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until position is filled.

**WARTBURG COLLEGE** is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups.