



Carroll County Community Center

POSITION DESCRIPTION

Title: Kid Watch Caretaker
Reports To: Office Manager

General Function: To supervise children and provide a safe play environment for the children of Carroll County Community Center members while parent(s) or guardian is on the premises.

Hours: Monday – Thursday 5:00-8:30 p.m.

Qualifications:

- Must be at least 18 years old
- Personal qualities must include good communication skills, good grooming, confidentiality, maturity, patience, and tact.
- Must have a general knowledge of the Carroll County Community Center's mission and goals.
- Must possess the qualities of leadership, supervision, and genuine concern for children.
- Must have experience in children's play, arts and crafts, and group activities.
- Must have the ability to communicate well with members of the association, other staff and the general public.

Job Responsibilities:

- **Do not ever leave children unattended.**
- Be professional. Carry yourself in a manner that represents the Carroll County Community Center values.
- Caretaker will be responsible for the safety and well being of each child under their watch.
- Ascertain that all appropriate forms are completed by parent/guardian.
- Monitor the parents to insure they sign in and out for their children.
- All caretakers must be thoroughly familiar with all emergency procedures and know how to use the system.
- Enforce health codes and good hygiene.
- Must take his/her job seriously and perform it conscientiously.



Carroll County Community Center

POSITION DESCRIPTION

Title: After School Caretaker
Reports To: Office Manager

General Function: To provide an appropriately safe, caring and enriching environment for the children enrolled in the Carroll County Community Center After School programs.

Hours: Monday – Friday 3:15-6:00 p.m.

Qualifications:

- Must be at least 18 years old
- Personal qualities must include good communication skills, good grooming, confidentiality, maturity, patience, and tact.
- Must have a general knowledge of the Carroll County Community Center's mission and goals.
- Must possess the qualities of leadership, supervision, and genuine concern for children.
- Must have experience in children's play, arts and crafts, and group activities.
- Must have the ability to communicate well with members of the association, other staff and the general public.

Job Responsibilities:

- **Do not ever leave children unattended.**
- Be professional. Carry yourself in a manner that represents the Carroll County Community Center values.
- Caretaker will be responsible for the safety and well being of each child under their watch.
- Consistently demonstrate positive interaction with all children; talk to them and treat them with dignity and respect.
- Consistently demonstrate positive discipline; teach and redirect rather than scolding or reprimanding them.
- Express clear expectations and hold children accountable for adhering to them.
- Help children to develop a positive self-esteem and sense of self-worth.
- All caretakers must be thoroughly familiar with all emergency procedures and know how to use the system.
- Enforce health codes and good hygiene.
- Must take his/her job seriously and perform it conscientiously.