

THE SALVATION ARMY
Ray and Joan Kroc Corps Community Center
St. Joseph County, IN
JOB DESCRIPTION



Position: Kids Watch Attendant
Reports To: Children's Ministry Coordinator
Classification: Part time/ Hourly

Hours

Varies (Must be able to work weekdays, weekends and holidays as needed, hours of operation may vary.)

Job Summary

The primary function of this position is to supervise both large and small groups of children in Kids Watch while parents or guardians are utilizing RJKCCC. Attendants are charged with maintaining the order, safety and cleanliness of the Kids Watch facilities. Attendants will follow policies and procedures of the center regarding personal conduct and security and are expected to interact continually with the children in their care while demonstrating a true interest in working and playing with the children.

Attendants work with children ages 0 - 10 years old and must have the ability and desire to work with children, parents, volunteers and peers. Attendants supervise and lead activities for children in Kids Watch, ensuring the safety and wellbeing of children while they are in our care.

I. Key Responsibilities

- a. Provide great customer service to the community; see that all customers, clients and members are given prompt and courteous service.
- b. Follow all Safe from Harm policies and procedures.
- c. Relate joyfully and sensitively to children of all ages and abilities.
- d. Sensitivity to children's individual needs.
- e. Use appropriate positive discipline consistently.
- f. Practice vigilant supervision at all times.
- g. Handle security and crisis situations with calm composure.
- h. Verify membership status through POS system.
- i. Maintain progressive knowledge of all programs and facilities.
- j. Be responsible for maintaining the order and cleanliness of the Kids Watch facilities when in use.
- k. Adhere to RJKCCC operations as well as all policy and procedures.
- l. Observe all safety rules and regulations.
- m. Make certain that Kids Watch facilities remain secure by taking appropriate precautions and reporting any security concerns.
- n. Will communicate any child, parent, or staff issues with the Children's Ministry Coordinator or Manager on Duty immediately. Follow up with appropriate documentation as directed.
- o. Complete required trainings.

- p. Attend staff meetings as assigned.
- q. Maintain confidentiality.
- r. Adhere to dress code at all times.
- s. Facilitate check in and out procedures according to protocol, maintain accurate rosters/logs, and ensure proper identification of adult designated to pick up the child.
- t. Will interface respectfully with peers, supervisors and customers of various socio-economic backgrounds. Handle disputes with participants, parents, staff and children in a professional manner with guidance of the Children's Ministry Coordinator or appropriate Manager on Duty.
- u. Enforce all rules that pertain to Kids Watch and the facility on a consistent and fair basis.
- v. Assist in emergencies or treatment of injured participants or staff. Follow up with completion of appropriate paperwork as directed.
- w. Follow and ensure adherence to The Salvation Army Policies and Procedures.
- x. Other duties as assigned.

II. Expectations

- a. Keep current on all Territorial policies, requirements and regulations regarding the key areas of responsibility.
- b. Meet regularly with the Kroc Officer for Youth Development to discuss Kid's Watch issues, scheduling and the coordination of Kid's Watch and Kroc Corps events.
- c. Ensure the adherence to all safety and risk management policies and procedures for all specific Kid's Watch designated spaces of the facility.
- d. Work in a cooperative manner with the other on-site managers and coordinators of the RJKCCC campus.
- e. Attend all scheduled staff meetings and leadership team meetings when required.
- f. Follow and ensure adherence to The Salvation Army Policies and Procedures.
- g. Perform other assignments/duties as directed.

III. Qualifications

- a. Must be at least 18 years of age.
- b. Have at least one year of successful experience working with children.
- c. Preferred class-work in childhood development or related field.
- d. Preferred CPR/First Aid/AED certification at time of hire: (or ability to be certified within a reasonable amount of time after hire date).
- e. Must have a positive attitude toward work, helping others and caring for children.
- f. Ability to pass a child safety background clearance.
- g. Bilingual language skills desirable.
- h. Must be able to perform tasks of a repetitive nature without diminished performance.
- i. Must be able to carry up to 40 lbs. for short distance.
- j. Must be in excellent physical and mental health, capable of meeting the demands of the Kid's Watch facilities.
- k. Must be physically able to give emergency care if a situation arises.
- l. Must be able to bend, squat, twist and stand as these movements are a regular requirement of this position.
- m. Must be prepared to handle chemicals in a safe and appropriate manner as outlined by OSHA and MSDS standards.

Anticipated Start Date 10/01/11

The Salvation Army Mission Statement

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

The Kroc Center Mission Statements

In keeping with the mission and holistic approach of The Salvation Army, the Ray and Joan Kroc Corps Community Center provides facilities, programs and services that encourage positive life-changing experiences for children and adults which strengthen families, and enrich the lives of seniors.

The Vision of the St. Joseph County Kroc Center is to:

Promote Wellness, Encourage Excellence, Build Character and Inspire Faith

Special Comments

I further understand that The Salvation Army does not participate in unemployment compensation insurance, and I will not accrue unemployment benefits while working for The Salvation Army.

The Salvation Army uses job descriptions to aid in various human resource functions. A job description normally is shared with the employee at the time of hire and a copy signed by the employee should be kept in the personnel file. It will help you and your supervisor to communicate about job responsibilities. However, these descriptions are not fixed organizational policy. They are guidelines and are subject to change. From time to time, you may be requested to perform duties and handle responsibilities that are not a part of your normal job description.

I have read and understand the Position Description as outlined above.

(Signature)

(Date)

(Supervisor)

(Date)