

# Town of Barrington, New Hampshire

<b>Title:</b>	Fitness Childcare Attendant	<b>Department:</b>	Parks and Recreation
<b>Supervisor:</b>	Recreation Director	<b>Wage Range:</b>	\$7.25-9.00
<b>Initiated:</b>		<b>Last Revised:</b>	January 15, 2015

## Job Summary

Under the general supervision of the Recreation Director, the Fitness Childcare Attendant is responsible for the supervision of children (ages 1 +), daily implementation of small activities, attendance, and safety of participants.

## Summary of Essential Job Functions

- Works under the general supervision of the Recreation Director.
- Responsible for the supervision, safety, and accident prevention of all children whose parents are attending.
- Responsible for interacting with children through active, structured, and appropriate play.
- Responsible for the organization, maintenance, and cleanliness of the childcare area, supplies, and equipment.
- Responsible for enforcement of safety and security of all children by following rules and policies of signing in/out.
- Required to take daily attendance, maintain daily attendance records, complete accident and incident reports when necessary and inform their supervisor of any issues or concerns that may require immediate attention.
- Provides appropriate disciplinary actions when working with children.
- Constantly provides communication to parents, fellow employees, and management.
- Maintains and enforces the highest level of customer service while complying with company policy and procedures.
- May be required to lift items that weigh more than 25 lbs.

## Minimum Qualifications

- Must be atleast 18 years of age.
- High school diploma or GED required.
- Prior experience working with children is required.
- Excellent organizational and communication skills are required.
- CPR/First Aid Classes required or acquired within 60 days of employment.
- Must submit and pass background check.

## Hours

- Part-time
- Ability to work Monday-Thursdays, 8:45 am – 10:45 am

Please forward resume & cover letter to:

Barrington Recreation Director  
C/O Recreation Director  
P.O. Box 660  
Barrington, NH 03825

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description does not create an employment contract, implied or otherwise.