

CHILDCARE ASSISTANT I

DISTINGUISHING FEATURES OF THE CLASS: This is simple work involving the performance of routine tasks relating to implementation and support of a community childcare and recreational program for school-aged children. Work is performed under direct supervision of the childcare program director or assistant director. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the conduct of recreational programs for children such as games, sports, circle activities, story-telling sessions, arts and crafts, dancing, singing, dramatics, etc. at a recreation center or other facility;

Assists with the chaperoning group activities;

Assists with the chaperoning homework sessions, as needed;

Assists with taking attendance, walking children to and from activities, and pick up and drop off;

Assists with maintaining order and ensuring that children behave in an orderly fashion;

Administers simple first aid, as needed;

Operates a movie projector, VCR or other audiovisual equipment;

Distributes and collects play and sports equipment, art and craft supplies, etc.;

May assist in scheduling and planning activities;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Knowledge of a variety of sports, games, and recreational activities; working knowledge of simple first aid; ability to deal calmly and effectively with children, and to secure cooperation and order; ability to give and enforce simple instructions; ability to communicate clearly and effectively; ability to follow detailed instructions; ability to establish and maintain effective working relationships; good judgment; good observation; dependability; tact; courtesy; initiative.

MINIMUM QUALIFICATIONS:

Completion of one (1) year of high school.

SPECIAL REQUIREMENTS:

1. In accordance with federal and state law, rules and regulations, candidates for employment in child care facilities must obtain clearance for employment from the NYS Office of Children and Family Services and based upon fingerprint and background checks.
2. Physical examination including tuberculosis (TB) testing required every two years during employment.