POSITION SUMMARY

Performs a variety of routine and complex duties in the operation of the Totroom. Able to care for young children. Build strong relationships with children and parents. Must ensure the safety of children and maintain a clean and orderly department. The Totroom Attendant works under the supervision of the Totroom Coordinator.

The Upper St. Clair Community & Recreation Center provides our members and guests with a comprehensive range of recreation services including: fitness programs, swim programs (indoor and outdoor), summer camps, youth programs, older adult programs, and more.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Interest in working with individuals of all ages and relate to them in a courteous and effective manner; demonstrate and teach values of respect, responsibility, trustworthiness, caring, and fairness.

- Ability to create a safe, fun learning environment while placing emphasis on positive, individualized interaction with the children.

- Work with other department and clearly communicate

- Greet and direct new arrivals explaining rules, regulations and/or program guidelines.

- Consistently pursue and implement best practices that ensure the best membership experience.

- Provide a variety of developmentally appropriate materials and activities for children.

QUALIFICATIONS

Necessary Knowledge, Skills, and Abilities

- Highly motivated individual with a passion for working with young children and families.

- Strong interpersonal skills, including supervision, and working with children and parents required

- Ability to guide and direct children to provide an atmosphere which positively develops the whole child socially, cognitively, physically, and emotionally,

- Effective communication with parents; being available and responding to needs in a timely, consistent, compassionate manner.
• Ability to analyze and utilize a variety of records.

• Ability to communicate effectively, orally and in writing in the English language.

• Ability to establish and maintain effective working relationships with patrons, colleagues, the Township, and the general public.

**Education and Experience**

• Experience working with children. Creativity and strong organizational and communication skills. Familiarity with all state and local regulations, safety and health rules. Proficient in Microsoft Office and computer skills.

**EQUIPMENT USED**

• Personal computer including word processing and database management software; copy and fax machines; pager system, radio, calculator, phone.

**PHYSICAL DEMANDS**

• The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• While performing the duties of this job, the employee is frequently required to walk, sit, lift, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms.

• The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

**WORK ENVIRONMENT**

• The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SELECTION GUIDELINES**

• Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
• The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

• The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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