

Employee Name:



The Mission of SHARE is to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas

Job Description **KidWorks Team Member**

Reports To: KidWorks Coordinator	Location: 6
Type of position: Hourly	Grade: 22
Benefits Eligible: No	ID: 72
Non-Routine Driver	Tier: 2
EEOC Classification: Service Worker/Non-Supervisory	

Position Summary

Supervise the children in the childcare area and ensure a safe, fun environment that positively contributes to the members and children's enjoyment and well-being.

Qualifications

High school diploma or GED, ability to properly care for infants and children.

Certifications

Current certification in CPR and First Aid required must be obtained within 90 days of hire. The cost for CPR certification will be reimbursed by HFC.

Physical Requirements

Light to Medium work

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as typewriters and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

The minimum requirements of this position require this individual to:

- Ability to hear alarms/telephone/normal speaking voice
- Must exhibit good eye-hand-foot coordination
- Clarity of vision with/without corrective lenses
- Must be able to bend over, stoop or squat at a child's level

Other Requirements

- Furnish own transportation
- Must keep informed of and comply with the non-discrimination policy as stated: SHARE does not discriminate on the basis of race, color, national origin, handicap or age in admission or access to or treatment or employment in its programs or activities. The current President / CEO of SHARE FOUNDATION, has been designated to coordinate efforts to comply with the Americans with Disabilities Act of 1991 which prohibits discrimination on the basis of handicap

SHARE IMPACT Values

The values of SHARE are:

Integrity - Motivated - Professionalism - Adaptability - Compassion - Teamwork

Your behavior and the values you demonstrate in the workplace have a direct IMPACT on mission fulfillment, the work environment and the people you serve. You will be evaluated on the demonstration of these values in the performance of your work and in your daily interaction with others. You must be successful in both the demonstration of these values and the successful performance of the essential job functions required on this job description.

Evaluation Instructions

Evaluation Key: Met (M) Needs Improvement (NI) Not Met (NM)

Complete electronically or in ink. Do not erase or use white out and initial any corrections.

Give a key for all requirements. Include documentation for NI or NM keys in the comments field. Document any goals that are set during the evaluation. Give employees the opportunity to make comments or to respond in writing. Complete the recommendations section. Signatures are required from the supervisor and the employee.

Essential Job Functions

Requirement

Key

Evaluation Comments

Greet members and staff with exemplary service, a smile and empathy. Realize and support HFC philosophy that members are individuals and their needs come first.		
Creates and maintains a safe, friendly environment in the child care area with quality supervision, focused attention, and caring service for the members and their children.		
Ensures member check in and out procedures are followed by verifying receipt or computer system.		
Responds to each individual child's needs promptly, attempting to prevent problems.		
Organizes activities appropriate for the various ages to create a fun, playful and safe environment		
Supervises use of toys and supplies and notifies management of supply needs, repairs, or replacements.		
Maintains a clean, orderly area, picking up as needed and sanitizing toys as instructed.		
Promotes harmony among the children, attempting to minimize conflict, with gentle but firm guidelines and discipline		
Informs parents of issues relating to their child (i.e. illness, crying, and conflict). Notifies parent of diaper change needs immediately. Promotes the health of all children by asking parents to keep children home when ill		
Exhibits good listening skills when conflict or discipline issues arise and problem solves professionally. Defers to coordinator if issues need further resolution.		
Reports any accidents or injuries immediately, and documents using incident report forms		
Maintains positive communications through monthly staff meetings and communication log.		
Assumes other duties and projects as needed and assigned		

Adhere to Policies and Procedures

Demonstrate an understanding of how SHARE's IMPACT values help achieve our mission to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas. Demonstrate those values on a daily basis and be willing to overcome behaviors that negatively impact relationships with co-worker's and the people we serve.		
Adhere to punctuality, attendance and absenteeism policies		
Adhere to dress code standards		

This job description is a summary of the typical functions of the job, not an exhaustive or comprehensive list of all the possible job responsibilities, tasks, and duties. The responsibilities, tasks and duties of the jobholder of this position may differ from those outlined in this job description and other duties, as assigned, may be part of this job. This job description should not be construed to imply that these requirements and functions are the exclusive standards of this position.

Evaluation Summary

Met last year's goals:

Evaluation Goals for Up Coming Year:

1.

2.

3.	
4.	
Recommendations:	
Employee Comments:	
Employee Signature:	Date:
Supervisor Signature:	Date:
ED Review:	HR Review: