



POSITION: MMO CHILDCARE WORKER

REPORTS TO: MMO COORDINATOR

CLASSIFICATION: Non-Exempt, part-time

QUALIFICATIONS: High school diploma or equivalent.

ESSENTIAL RESPONSIBILITIES:

- Supervise and monitor the safety of children in their care.
- Prepare and organize mealtimes and snacks for children.
- Help children keep good hygiene.
- Change the diapers of infants and toddlers.
- Organize activities or implement a curriculum that allows children to learn about the world and explore their interests.
- Develop schedules and routines to ensure that children have enough physical activity, rest, and playtime.
- Keep records of children's progress, routines, and interests.
- Maintain a safe play environment.
- Dress children and change diapers.
- Observe and monitor children's play activities.
- Communicate with children's parents or guardians about daily activities, behaviors, and related issues.
- Sanitize toys and play equipment.
- Assist in preparing food and serving meals and refreshments to children.
- Instruct children in health and personal habits, such as eating, resting, and toilet habits.
- Ensure children are supervised at all times.
- Provide various experiences and activities for children including songs, games and story telling.
- Provide opportunities for sleep and rest time.
- Build children's esteem.
- Establish routines and provide positive guidance.
- Provide a safe and secure environment for children to feel comfortable.
- Implement positive discipline when required.
- Clearly and effectively communicate in a manner that children understand.

This job description in no way implies that these are the only duties to be performed by the employee incumbent in this position. The employee will be required to follow any other job related instruction and perform any other job-related duties as requested by any person authorized to give such instruction or assignments.