



Town of Medley

Parks and Recreation

Childcare Attendant

(\$15.00)

Job Summary:

The Parks and Recreation Childcare Attendant is responsible for overseeing activities in all childcare programs, including before-school, after-school, summer camp, and bus transportation programs. The role ensures a safe, supportive, and engaging environment for children while assisting with their social, academic, and recreational development.

Supervision Received and Exercised:

The position is classified as exempt under the Fair Labor Standards Act (FLSA) and is a non-union part time position working less than 1500 per year. The Childcare Attendant reports directly to the Parks and Recreation Director.

Essential Duties and Responsibilities

- Maintain a safe, secure, and inclusive environment for all participants
- Report and document all accidents and incidents in accordance with departmental procedures
- Monitor and guide student behavior, promptly addressing misconduct and resolving conflicts effectively
- Ensure proper arrival and dismissal procedures are followed daily
- Accept and incorporate feedback from the Parks and Recreation Director
- Participate in additional activities including field trips, trainings, and other required programs
- Performs other related duties as assigned by the Director

Before Care, After Care & Summer Programs

- Distribute meals and snacks to children, ensuring proper portions and safe food handling
- Works effectively with staff, parents, to support student well-being and participation
- Supervises and engages children in outdoor play, ensuring safety and accountability by always keeping track of each child's whereabouts
- Provides guidance and encouragement during learning and recreational activities
- Supports social, emotional, and behavioral development
- Encourages positive peer interactions and helps resolve conflicts
- Provide homework assistance and monitor student progress when needed

School Bus Transportation Programs

- Greet and assist children on and off the bus
- Assist children who need help carrying backpacks or personal belongings
- Assist children in crossing the street safely when necessary
- Maintain order on the bus by enforcing rules and addressing misconduct
- Ensure bus safety, including proper seatbelt use, seating arrangements, and behavior monitoring
- Support the bus driver by giving directions to students and helping manage transitions
- Follow proper attendance procedures and document student ridership daily

Minimum Education and Qualifications:

- High School Diploma preferred
- Forty (40) or more hours of childcare training and certifications through the Department of Children and Families preferred

- CPR & First Aid Certification preferred

Required Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- Ability to establish, maintain, and promote effective working relationships with subordinates, other agencies, co-workers, and the public
- Ability to communicate effectively, both verbally and in writing
- English and Spanish preferred
- Ability to deal with confidential and sensitive matters
- Understanding of childcare procedures, and best practices
- Computer knowledge preferred
- Ability to sit and stand for long periods of time
- Ability to kneel and bend
- Willingness and availability to work nights, weekends, and be on-call as needed

Work and Physical Demands:

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work may be performed in an indoor and/or outdoor field environment; travel from site to site; exposure to noise, dust, and all types of weather and temperature conditions may be present. Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties. While performing these duties employee may be required to exert up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. May require finger dexterity: picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling. Specific vision abilities required by this job include close and distance vision, peripheral, and depth perception. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Town of Medley is an Equal-Opportunity Employer and maintains a Drug-Free Workplace. The hired employee may be required to take and pass a post-conditional offer of employment screening examination in accordance with the Laws and Statutes in the United States and the State of Florida and may from time to time be required to submit to random drug screening according to the Laws and Statutes of the United States and the State of Florida and the Codes or Policies of the Town of Medley.