

**Title: Play Care Attendant I**

Program: The Salvation Army Ray and Joan Kroc Corps Community Center Coeur d'Alene

Dept. Head: Assistant Center Director

Reports to: Childhood Development Manager

Status: Non-exempt

Salary: DOE

**General Statement**

The Salvation Army is a branch of the Christian Church and the ultimate goal of all programs is the spiritual, emotional, and physical regeneration of all people.

**The Salvation Army Mission Statement**

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

**Position Summary**

The Play Care Attendant I is responsible for the safety, care and wellbeing of the children in the Children's Clubhouse Play Care Center. Attendants will follow the policies and procedures of the center regarding personal conduct and security, as well as demonstrate a true desire to work and play with children.

**Duties and Responsibilities**

- Provide great customer service to the community; see that all customers, clients and members are given prompt and courteous service.
- Follow all Child Safety policies and procedure.
- Relate joyfully and sensitively to children of all ages.
- Sensitivity to children's individual needs.
- Use appropriate positive discipline consistently.
- Practice vigilant supervision at all times.
- Handle security and crisis situations calmly.
- Verify membership status through POS system.
- Must be able to handle cash, make change and operate the Kroc Recreation Management computer system; secure POS area at close of shift.
- Maintain progressive knowledge of all programs and facilities.
- Be responsible for maintaining the orderliness and cleanliness of the Play Care Area.
- Adhere to RJKCCC operations as well as all policy procedures as adopted by Administration.
- Observe all safety rules and regulations.
- Make sure that the facility remains secure by keeping windows and doors locked and by reporting any security concerns.
- Complete required trainings.
- Attend staff meetings as assigned.
- Maintain confidentiality.
- Other duties as assigned.

**General Qualifications and Proficiencies**

- Must be at least 18 years of age.
- High School diploma or GED equivalency.
- Have at least one year of successful experience working with children.
- Have the skills and abilities to work successfully with the challenging behaviors of children in our care.
- Provide documentation of Infant/Child CPR and Infant/Child First Aid or ability to obtain within 90 days of hire.
- Provide documentation of, or ability to pass Tuberculosis test.
- Ability to pass City of Coeur d’Alene Criminal History Background Check as well as TSA Child Safety background clearance.
- Ability to obtain eight hours of continuing education annually.
- Must attend TSA Child Safety training.
- Demonstrate the ability to relate positively and energetically with staff, clients, members and customers.
- Must have the ability to maintain a non-judgmental attitude in working with customers, clients, members and staff.
- Must be able to work independently, with minimal supervision.
- Thrive in a team-oriented environment. Be a team player.
- Ability to work in a fast-paced environment and maintain poise under pressure.
- Ability to empathize and communicate with low-income and vulnerable people.
- Knowledge of Salvation Army policies and procedures helpful.

**Physical Requirements**

- Have uninhibited physical mobility in bending and lifting up to 30 lbs.
- Be capable of auditory and visual oversight of the children and staff.
- Be able to verbally interact with the children and staff.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the physical requirements of the position. The Salvation Army will attempt to satisfy requests as long as the accommodation needed is reasonable and no undue hardship would result.

**Special Comments**

I understand that as an employee I represent The Salvation Army and agree to respect and work within its Christian tenets.

I understand that I will be covered by Workman’s Compensation Insurance while on the job and agree to cooperate in properly reporting all work-related injuries or accidents to my supervisor immediately.

I further understand that The Salvation Army does not participate in unemployment compensation insurance, and I will not accrue unemployment benefits while working for The Salvation Army.

**By signing this document, I agree that I am able and willing to perform this job as described.**

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor’s Signature

\_\_\_\_\_  
Date