VILLAGE OF PLEASANT PRAIRIE

Job Description

Division/Department:	Recreation/Youth
Location:	RecPlex, 9900 Terwall Terrace, Pleasant Prairie, WI 53158
Job Title:	**Kids Court Attendant**
Reports to:	Youth Services Coordinator
Salary:	$8.00/hour

Type of position:			
	☐ Full-time	☐ Seasonal	☐ Exempt
	☒ Part-time	☐ Intern	☒ Nonexempt

JOB SUMMARY

The position's purpose is to ensure that the children in Kid's Court and Lil' Tykes Program at the RecPlex are enjoying a fun and safe experience. Additional responsibilities of the Kid's Court Attendant are, but not limited to: advising parents and guardians of activities that occurred while the child was in the area; politely but firmly enforce all rules including pool rules and policies in order to prevent accidents or emergency situations and ensure the safety of all children; develop rapport with children of all ages and interests; greet and acknowledge parents and children as they enter the area; successfully complete safety procedures to ensure children are released to the correct, responsible adult; assist with other activities within the RecPlex; handle difficult or stressful situations with proper decorum.

CORE JOB RESPONSIBILITIES

1. Responsible for the safety of every child that utilizes these programs.
2. Must be able to safely follow all emergency procedures including fire, tornado, lock down and any other emergency that may occur.
3. Must be able to calmly and safely handle medical emergencies including providing first aid and CPR.
4. Must be able to maintain professionalism when dealing with parents as well as when addressing / playing with kids.
5. Must greet every guest/member entering the program area and strive to create a positive first impression.
6. Must interact with each and every kid that participates in the programs.
7. Must maintain proper control in handling children and parents, as well as check in/out procedures.
8. Help with the cleaning of the program areas, including but not limited to: light dusting, sanitizing toys, picking up games, organizing, etc.
9. Must maintain a clean and organized program area.
10. Maintain positive and meaningful communication between members/ guests, floor supervisors, front desk staff as well as the RecPlex's management team.
11. Must adhere to all department policies and procedures.
12. Must attend all Child Care Attendant staff meetings, as well as any other requested staff meetings.
13. Consistently strive to follow through or exceed the expectations of RecPlex's members and prospective customers.
14. Must assist in tracking positive and negative responses/comments involving all facets of the RecPlex.
15. Must have the ability to work specific shifts, including weekends and holidays
16. Must have the ability to complete special projects on time and assist in other areas as needed.
17. Must perform other duties as assigned.

EDUCATION/CERTIFICATION REQUIREMENTS

- Must be at least 16 years of age.
- Previous experience working with children preferred.
- Energetic, enthusiastic and motivational.
- Enjoys contact with people, especially with kids of all ages.
- Excellent verbal communication.
- Teamwork attitude.
- Self-motivational / takes the initiative.
- Infant/Children's CPR and First Aid within 3 months of hire.

JOB REQUIREMENTS/WORK ENVIRONMENT

- High degree of public interaction and communication with exposure to periods of high activity and possible stressful interaction with the public. Works in indoor and outdoor environment with exposure to warm temperatures and heavy humidity, slippery surfaces, water and pool chemicals. The work requires long periods of attentiveness, swimming, jumping, standing, sitting, pulling, pushing, reaching, carrying, cleaning, visual monitoring, verbal and written communication, hearing, moving about pool area and outdoors, moderate lifting (15-50 lbs).
- Uniform will be worn at all times while on duty.
- All uniforms will be clean and in good condition (no holes).
- While on break, uniform may not be worn in the public view in other parts of the building (i.e. watching TV and working out).
- No visible body piercings or tattoos.
- Hours will be mainly in the mornings and evenings Sunday through Saturday as set by the Program Coordinator.

VILLAGE OF PLEASANT PRAIRIE IS AN EQUAL OPPORTUNITY EMPLOYER

Revised 10/2015