



## San Jose Country Club Job Description

<b>Job Title:</b>	Nursery Attendant	<b>Department:</b>	Fitness & Aquatics
<b>Reports To:</b>	Fitness Director	<b>Supervises:</b>	None
<b>Type:</b>	Part-Time; Hourly	<b>Tax Status:</b>	Non-Exempt
<b>Employee Name:</b>		<b>Date of Hire:</b>	

### **Job Summary**

Oversee the children who attend the Cub's Corner nursery; ensure they are well cared for, safe and entertained; ensure parents feel safe and confident leaving their children in the nursery

### **Key Job Responsibilities**

- Become proficient on all appropriate equipment, games and their safety features
- Make sure all side work is complete before opening
- Greet members by name whenever possible
- Provide a safe, clean and organized environment for the children
- Welcome children and put them at ease by providing a caring, nurturing and fun experience
- Closely monitor children in the nursery and attend to their needs, including keeping them clean, safe and occupied
- Develop fun and age-appropriate activities for the children that engage their attention and keep them focused and entertained
- Ensure children get along with each other and observe all rules of the nursery at all times
- Check supplies, informing the supervisor of any needs relating to these items
- Have members sign in and out their children, informing them of the cost per hour
- Turn sign-in sheet information to the front desk to ring up nursery charges
- Answer the phone, forward calls or take messages and deliver to the appropriate person.
- Perform other jobs as assigned by the Fitness Director

### **Qualifications**

- Certified in CPR and First Aid
- Must have experience in working with young children
- High school diploma or equivalent education
- Must be able to speak, read, write, follow and give instructions in English
- Must love children and possess a nurturing personality
- Ability to bend, stretch, reach, and perform activities that require constant movement
- Must be able to lift and carry up to 50 pounds
- Basic knowledge of child care and the ability to work with and safely monitor many children at once
- Ability to receive and follow detailed instructions
- High standards of integrity and reliability
- Successful completion of drug testing and criminal background check
- U.S. citizenship or valid work visa and passport

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_