

**Federal Work Study
Job Description Form**

Job Title: Child Watch Assistant

Desired No. of Hires: 8

Department or Organization: Itsy Bitsy Child Watch

Address (Off campus only):

Supervisor: Emily Webber (she/her)

Designee: Ciaran Murphy (he/him)

Office: Marieb 128

Office: Marieb 130A

Phone: 2458

Phone: 2487

Email: childwatch@hcc.edu

Email: childwatch@hcc.edu

General Job Description: Itsy Bitsy Child Watch is a student support service offering free, as-needed childcare for children of HCC students, ages 3 months – 12 years. Assistants will enthusiastically join children in their play and support their curiosity, ideas, and creativity. Assistants will support program administrators with activity preparation and clean-up, classroom maintenance, and other duties as required to meet Early Education & Care regulations. Work study students will always work under the supervision of program administrators.

Detailed List of Duties:

- Interact with children by playing games, engaging in art projects, reading stories, offering homework support (for older kids), and holding infants and toddlers when they need a snuggle.
- Help children with personal tasks such as putting on shoes, washing hands, putting belongings away.
- Some light cleaning (classroom clean-up, dishwashing, washing and disinfecting materials/surfaces, vacuuming and mopping)
- Keeping children safe both indoors and outside by remaining present, physically close, and alert to surroundings
- Help children solve social problems and cope with big emotions by offering validation, solutions, and empathy

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

Employment may be extended over future semesters. Experience with young children, working on a team, and understanding regulations are all skills that can be applied to personal and professional lives.

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

Child Watch Assistants are required to keep strict confidentiality about the children and families we serve.

A background check, including fingerprinting, is required.

Skills and/or previous experience desired:

Respect for children of all ages and abilities is a requirement. Experience with children is required, whether professionally or personally.

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): Child Watch hours will be determined by student-parent need, so we may have positions available at all times from 7:30 am – 9:30 pm, M-F. Some weekends depending on campus events. We suggest you work at least 3 hours at a time, and preferably more than once per week (but we are flexible.) Please know your availability at the time of application as we need to hire with the intention of staffing all hours of operation.

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Emily Webber
Print Name of Supervisor

Director of HCC Itsy Bitsy Child Watch
Title

06/13/2023
Date

Please return completed form to drosado@hcc.edu