Federal Work Study
Job Description Form

Job Title: Child Watch Assistant
Department or Organization: Itsy Bitsy Child Watch

Address (Off campus only):
Supervisor: Emily Stout
Office: Marieb 137
Phone: 2458
Email: childwatch@hcc.edu

Desired No. of Hires: 8+

General Job Description: Itsy Bitsy Child Watch is a new service offering drop-in care for children of HCC students, ages 3 months – 12 years. Assistants will support children, helping them to have a great time, always under the supervision of the Director or Assistant Director.

Detailed List of Duties:
● Interact with children by playing games, doing art projects, reading, offering homework support (for older kids), and holding infants when they need a snuggle.
● Help children with personal tasks such as putting on shoes or washing hands.
● Some light cleaning (wiping a table or washing an art easel).
● Keeping children safe both indoors and outside.
● Help children solve social problems (like sharing) and be comforted when they are upset.

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 is an asset for adult life, whether with your own children or family and friends.

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:
Babysitting, parenting experience, camp counselor, Sunday school teacher and similar jobs will be useful. Love of children and patience is a must!

Amount of supervision required: ☐ x 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.)
How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Emily Stout  
Print Name of Supervisor

Assistant Director, HCC Itsy Bitsy Child Watch  
Title

06/14/2022  
Date

Please return completed form to drosado@hcc.edu