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# Example of Child Care Job Description

Our company is growing rapidly and is hiring for a child care. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for child care

* Interacts with parents
* Starts and/or closes down child activities and the facility
* Perform other functions that may be assigned by the administration and/or supervisor
* Supervise all Lead Youth Care Workers
* Provides documentation of supervision by maintaining a supervisory log for all staff supervised
* Completes all required documentation that pertains to this position in a timely fashion that may include daily reports
* Ensures appropriate shelter care and line of sight supervision of unaccompanied minors by assigned staff is handled appropriately and organized
* Communicates frequently with other shelter site departments and support staff regarding pertinent information about residents
* Assists during transition and movement of children from one activity to the next and one physical location to another
* Helps coordinate on-site community meetings, understands group dynamics, promotes and maintains a positive peer group culture

## Qualifications for child care

* Consults center management teams to effectively problem solve, ensure safety of staff and donors, and provide an exceptional customer experience
* High School Diploma or GED PLUS at least six (6) months of experience working in the care of children
* Child Development Associate Credential (CDA)
* Associates or Bachelor’s Degree in Early Childhood Education, Child Development, or a related field
* High school diploma/GED plus six (6) months of experience in the care of children
* High School Diploma/GED PLUS at least six (6) months of experience working in the care of children