



JOB DESCRIPTION – 2023/2024

BRANCHES HB

Childcare Worker

primary purpose of position

A part-time hire whose role is to provide Childcare for special events at Branches HB.

key responsibilities

- Complete a background check and Childcare training
- Adhere to Staff Leadership Guidelines
- Respond to Childcare emails in order to be hired for Special Event
- Arrive on time to set up Childcare room(s)
- Follow safety protocols during event as specified in training
- Engage kids 12 and under in play
- Stay after event to clean up materials and room
- Respond to Childcare related communication
- Complete on-going trainings as they come up (i.e. CPR, First Aid)

supervisor: Emily Mayfield

position: part-time/regular/non-exempt

hours/schedule: 2-2.5 hours as needed for event

revision date: December 2022

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of BRANCHES HB.