



**CITY OF PIGEON FORGE
DEPARTMENT OF PARKS AND RECREATION
COMMUNITY CENTER**

Position Title: Child Care Associate, **Part-Time & Full-Time**

Starting Pay: \$12.87/hr

Benefits: Wellness Program, Employee Assistance Program, uniforms and paid holidays (once eligible).

Job Description: This is very responsible work overseeing and monitoring the activities of children during their stay at the Community Center. Activities associated with the job include but not limited to the following:

- Greets parents as they enter the childcare facility, ensures they are properly registered and collects any fees required for special events and/or activities.
- Ensures the health and safety of children while in the childcare center and that all operating policies and procedures are complied with without exception.
- Provides direct supervision of the children in the childcare center, promptly addresses any issues or concerns Promotes a nurturing approach towards children in the center and demonstrates a positive role model at all times.
- Ensures the cleanliness of the center at all times and disinfects toys, common areas, bathrooms, etc. as necessary.
- Assists with planning and coordinating activities and events for the children.

Minimum Qualifications: High school diploma or equivalent required; Possess a valid Tennessee Driver's License; experience in working with school age children; good organizational, interpersonal and decision making skills; ability to provide effective instruction in individual and/or group settings; sufficient strength and agility to perform the physically demanding aspects of the job; ability to consistently follow established policies and procedures; good observational skills; Must be able to obtain First Aid, CPR, AED certifications.

How to Apply: A City of Pigeon Forge Employment Application is required for consideration of open positions. An electronic application is available on our website, <http://www.cityofpigeonforge.com/human-resources.aspx>. Paper applications may be picked up at the City of Pigeon Forge Community Center (during operating hours), 170 Community Center Drive, Pigeon Forge, TN 37863. **Mail applications to:** City of Pigeon Forge- Human Resource Department, P.O. Box 1350, Pigeon Forge, TN 37868-1350.

Closing Date: 11/03/2021

The City of Pigeon Forge is an Equal Opportunity Employer and considers applicants for all positions, including those that are federal or state sponsored, without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. The City is committed to complying with both Titles VI and VII of the *Civil Rights Act of 1964 (42 U.S.C. 2000d)*. The City is a Drug-Free Workplace, and all applicants are subject to a background check, driving history check, and drug testing in accordance with City policy.