

## After-School and Summer Recreation Program

**Child Care Specialist  
Job Description**

The Child Care Specialist (CCS) assists with the planning and implementation of The Clubhouse after-school and summer recreation programs for elementary school-age children of TWU Family Housing students, off-campus students, and members of the TWU community. The CCS provides direct care for clubhouse participants. The Child Care Specialist reports directly to the Program Coordinator.

**Qualifications**

The CCS must be at least 18 years of age, who has taken a minimum of 6 credit hours of Child Development or Education courses, and/or has previous childcare/children's recreation experience. Candidates must be admitted to an undergraduate, post-baccalaureate, or graduate program at TWU in the areas of kinesiology, child development, education, or a related field. The CCS must maintain a GPA of 2.0 during time of employment.

The CCS should be committed to working with individuals and groups of children aged 3 -12 years and their parents within a university residence hall environment.

Preference will be given to candidates who are available for an entire academic year or a full summer.

Continued employment is determined by mutual renewable agreements each semester or summer. TWU is an Equal Employment/Affirmative Action Employer

**Remuneration**

The Child Care Specialist is paid an hourly wage and can expect to work approximately 20 hours per week, more hours are available during break periods. Current wages are \$10.00 per hour.

**Requirements**

The CCS must meet all the requirements of The Minimum Standards for Childcare Providers as defined by the state of Texas. This includes health status, immunizations, as well as certifications and continuous training requirements.

During the period of appointment, the CCS must maintain a minimum 2.0 G.P.A. and must be enrolled as a TWU student. Applicants must be available to work during the hours when The Clubhouse is open. Fall and Spring semesters The Clubhouse is open Monday through Friday from 7:30am to 6 pm. Staff is expected to report to work between 2 -3 pm in order to pick up the children from school. During the fall and spring there are limited times when The Clubhouse is open additional hours from 7:30 am – 5:30 pm or from 1 – 6 pm.

During the summer, The Clubhouse is open from 7:30 am to 5:30 pm Monday through Friday. Staff should be available to work a minimum of one 4 hour shift either in the morning or afternoon **or** an all-day (8 hour) shift.

This position is security sensitive. Applicants must pass a TWU background security check and criminal background check through the Texas Department of Family and Protective Services. You must attach a copy of your state issued driver's license and copies of all other pertinent certifications to this application for consideration. Incomplete applications will not be considered.

Child Care Specialist job description continued  
General Responsibilities

- Follow all policies, procedures, and guidelines, as established by the Department of University Housing, The Clubhouse, Child Care Licensing, and any relevant federal and state agencies.
- Provide appropriate care and supervision for The Clubhouse children at all times
- Issue equipment and instruct children in the proper use of the equipment
- Implement program/activity schedules and lesson plans
- Maintain developmentally sound discipline
- Enforce proper safety precautions, rendering first aid and CPR if necessary
- Communicate concerns and/or any incidents that occur with the children to the Coordinator
- Appropriately document any incidents that occur
- Attend weekly staff meetings
- Attend regular training sessions
- Transport children to and from The Clubhouse
- Attend field trips and other off-campus activities with the children
- Be able to lift and carry at least 30 lbs
- Drive university owned/leased vehicles
- Maintain valid certification for adult & child First Aid and CPR,
- Maintain valid driver's license and certification for TWU vehicle driver authorization
- Meet state of Texas' minimum standards required for child care providers
- Practice proper hygiene
- Pass the required health exams, receive required immunizations, and provide proof of such to the coordinator
- Carry out other duties and responsibilities as designated by the Family Services Coordinator, the Recreation Coordinator, the Family Housing Area Coordinator, and the Assistant Directors and Director of University Housing.

The Clubhouse After School and Summer Recreation Program

Child Care Specialist Application

Please print or type legibly

Name – Last, First, MI

TWU Student ID number

Date of Birth (MMDDYY)

Today's Date

Classification (Fr/So/Jr/Sr/Grad)

Cumulative GPA

Last semester GPA

Classification (Fr/So/Jr/Sr/Grad)

Major

Minor

Your email address: \_\_\_\_\_

Date Available for Work: \_\_\_\_\_

Campus Address and Phone#: \_\_\_\_\_

271- \_\_\_\_\_

Name of Residence Hall & Room Number

Local/Mailing Address: \_\_\_\_\_

(P.O. Box for on-campus residents)

City/State/Zip

Area Code and Phone Number

Permanent Address and Phone#: \_\_\_\_\_

Street Address

City/State/Zip

Area Code and Phone Number

Do you have a Defensive Driving Certificate?  Yes  No If yes, expiration date: \_\_\_\_\_

Are you certified in Child CPR?  Yes  No If yes, expiration date: \_\_\_\_\_

Are you certified in first aid?  Yes  No If yes, expiration date: \_\_\_\_\_ Are you

certified in Red Cross Life Saving?  Yes  No If yes, expiration date: \_\_\_\_\_

Do you hold a TWU Drivers Authorization Permit?  Yes  No

Do you have a current valid Texas Driver's License?  Yes  No

Do you have any condition that may limit your ability to perform the job duties of a Child Care Specialist?

Yes  No If yes, please explain:

Have you ever been convicted of a crime?  Yes  No If yes, please explain:

Have you ever been subject to disciplinary action as a result of a conduct violation of Housing or University

policies/ standards?  Yes  No If yes, please explain:

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What experiences and qualities do you have which will help you in this position?

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What special talents, such as music, art, drama, etc., do you have experience in that will help you work with young children?

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Previous employment: List recent employers, addresses, phone numbers, positions held. Please include employment working with children. Use additional paper if necessary.

Employment History – List recent employers, addresses, phone numbers, and positions.

Employer	Address	Phone	Position/Dates
Employer	Address	Phone	Position/Dates
Employer	Address	Phone	Position/Dates
Employer	Address	Phone	Position/Dates

List any previous TWU work experience.

Department	Supervisor's Name	Dates Employed	Reason for Leaving

References – Provide three (3) references. These references should be persons who have known you for more than 6 months and can evaluate your ability to work with young children. A relative or friend cannot complete your references. Former or current employers and supervisors may serve as references.

Name and Title	Telephone Number
Name and Title	Telephone Number
Name and Title	Telephone Number

**Please attach a copy of your class schedule for the semester you are seeking employment, and copies of your valid certifications and licenses.** State law requires employees at childcare facilities to pass a background security check.