



Childcare Attendant Job Posting

The Community House is a 501(c)(3) nonprofit that serves as a gathering place for a wide variety of activities including youth programs, adult fitness activities, weddings and other celebrations, fundraising events, performances in our theater, and much more.

Our facilities include a theater, fitness center, gymnasium, and several multipurpose spaces in an historic and well-maintained building in the heart of Winnetka, listed on the National Register of Historic Places and surrounded by beautiful gardens and grounds.

We are seeking a part-time Childcare Attendant for our drop-in childcare program, which is most frequently used by Fitness Center members but is also open to any parent/caregiver involved in a program or class at the Community House.

Childcare is open Monday – Saturday, 8am – 12pm. We are looking for someone to pick up a few regular shifts a week and sub as needed.

Responsibilities:

- Provides a friendly, safe, and comfortable environment for all children, making each visit a positive and reassuring experience for children and parents / caregivers
- Greets all children and parents / caregivers upon arrival and maintains positive communications and relationships with parents and children
- Checks children in and out of the childcare room; checks the parent's / caregiver's membership status and processes payment as needed
- Interacts with all children on an ongoing basis throughout their stay
- Cleans tables, mats, and toys, and generally straightens up the space at the end of your shift
- Provides outstanding customer service in line with Community House values

Qualifications:

- A true affinity for working with children, plus previous experience working with children and/or coursework in child development
- Excellent communication skills
- A strong service ethic, with a positive attitude and outstanding problem-solving skills
- Basic computer skills
- Certification in CPR / AED for Adults, Children, and Infants required within 60 days of hire
- The ability to lift up to 30 lbs and move about the childcare room as needed to interact with and care for children

This position is part-time and pays \$16/hour.

Resumes or a completed [job application form](#) may be submitted to Rachel Tandy, rachelt@mywch.org. Applications will be reviewed as they are received. A criminal background check will be required.