



# Job Description

Department: 21 Childrens Center  
Position Title: **310 151 - Children's Center Coordinator**  
Reports to: Children's Center Supervisor  
Ski & Ride School Supervisor  
Ski & Ride School Director

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**Position Summary:** The Children's Center Coordinator position is responsible for the care and well-being of children registered with Monarch's Childcare Center, providing them with attention and ensuring their safety. This position requires a background check. The essential functions of this position include:

1. Be an effective employee within the guidelines of department and company policies, procedures and values, in fulfillment of Monarch's mission statement to "provide our guests with a quality, personalized mountain experience."
2. Work in conjunction with other employees and departments as part of the Monarch team.
3. Have an awareness of and work within state and federal childcare codes and regulations.
4. Assist with the scheduling of department staff for efficient coverage of department functions based on lesson and childcare reservations and projected skier budget. Adjust to actual requirements as appropriate.
5. Assist with the initial and ongoing training of Children's Center staff.
6. Assist with the development and maintenance of training materials, manuals, checklists and other documents necessary for the success of the department.
7. Conduct the check in/check out process for registered children, and those scheduled for lessons.
8. Provide supervision of indoor and outdoor activities for enrolled children, ensuring the safety and well-being of the children.
9. Provide fun and creative children's activities in a clean, safe and organized environment.
10. Plan and provide lunch and snack menus for daily lesson and childcare programs.
11. Comfortably and competently assist children with bathroom breaks, changing diapers when necessary.
12. Attend the daily division meeting in the absence of the Lead Coordinator.
13. Other duties as assigned.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential function listed in this description satisfactorily, with or without a reasonable accommodation. The requirements listed below are representative of the abilities, education and physical demands required to perform the essential functions of this position.

## **Requirements Related to Knowledge, Skills & Abilities:**

1. Enjoy providing care and education to children ages three years to six years of age.
2. Good verbal communication skills with children as well as adults.
3. Must be able to make fair and reasonable decisions.
4. Must be proficient and possess general office skills.
5. Must be able to maintain high degree of confidentiality of all customer information.

## **Requirements Related to Education, Certifications & Experience:**

1. Must have experience in the supervision of children ages three through six.
2. Pediatric First Aid Certification is required (course may be provided).
3. Background check required.

## **Requirements Related to Working Conditions & Physical Demands:**

1. Requires the ability to work any day of the week, Saturday through Friday and holidays, and overtime if necessary, as agreed upon by your superior.
2. Requires working at high elevation (over 10,000'), and with some exposure to adverse weather conditions, such as severe cold, heavy snowfall, strong winds and intense sun.
3. Must be able to lift moderate (up to 35 lbs.) loads and children.

4. Must climb stairs, kneel, bend, twist, stretch and shovel snow.
5. Must be at least 18 years of age.