

# **OOSC CHILDWATCH OSAN AB, REPUBLIC OF KOREA**

POSITION CONTROL NUMBER:

POSITION TITLE: **CHILDWATCH**

AGENCY/ORGANIZATION:

UNIT NAME:

LOCATION:

DUTIES AND RESPONSIBILITIES:

1. Serve as a voting member on the Governing Board.
2. Select a co-chair (or two) to assist you.
3. Is responsible for arranging all childcare for OOSC Board meetings and OOSC monthly events.
4. Reports to the 1<sup>st</sup> Vice President.
5. Maintains snacks, toys, cleaning items, and diapers in the OOSC closet.
6. Compiles and organizes reservations for childcare with OOSC members.
7. Attends all governing board meetings.
8. Writes a report for each board meeting. Submits the report to the Corresponding Secretary at least 4 days prior to the board meetings.
9. End-of-Year report should be prepared and given to the President at the last board meeting regardless of the time of year.
10. Update the job description and give it to the Parliamentarian in March.

QUALIFICATION REQUIREMENTS:

1. Be comfortable with small children and have a long list of available babysitters.
2. Good attitude and ability to interact with others.

POSITION DURATION: OOSC board year (May-June)

TIME REQUIRED: This job requires two people. 15 hrs/month minimum.

UPDATED: April 2009