

Childcare Site Aide

Non-exempt / Part-Time / At-Will

Salary: \$9.00 per hour

4-5 hours per day, 5 days per week

REPORTS TO: Site Coordinator

POSITION SUMMARY:

Under the direction of the Childcare Site Coordinator, this position is responsible for the general supervision and management of children aged infant through secondary school-age. The position requires the delivery of enrichment and educational activities among children placed in the childcare area, as well as assisting the Site Coordinator in related activities.

RESPONSIBILITIES:

- Represents the mission and vision of Reading and Beyond at public events, and meetings; and must agree to abide by the Policies of Reading and Beyond.
- Provide quality care to children at all times.
- Maintain an overall safe and stimulating atmosphere.
- Provide children with a safe and nurturing environment.
- Attends all meetings/events required by supervisor.
- Excellent customer service skills.
- Good judgment dealing with difficult children, emergency or security situations.
- Be professional at all times.
- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

- High school graduate or equivalent.
- 6 or more units in Early Childhood Education or Child Development; at least 2 of the 6 units in Infant/Toddler Development
- 1-3 years working with children.
- Current CPR/ First Aid certifications.
- Must pass criminal background check.
- Bi-lingual English/Spanish desirable.

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES:

- Experience in dealing with all types of individuals in a positive manner.
- Good judgment when dealing with difficult children, staff, emergency or security situations. Responds effectively to crisis situations.
- Available to work weekends and holidays if necessary.
- Willing to substitute and/or be relocated to another child care center if necessary
- Committed to provide excellent customer service.
- Pleasant, tactful and patient.
- Computer literate.
- Exhibit professionalism at all times. Personal issues and comments have no place in the organization.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands, stand, walk, sit, reach with hands and arms, stoop, kneel, talk and hear. Seeing to read a variety of materials. The employee must occasionally lift and or move up to 50lbs.

SPECIAL REQUIREMENTS:

- The candidate must have reliable transportation at all times.
- All Reading and Beyond staff is required to submit a background check.

COMPENSATION:

The potential for long term employment at a greater rate of pay

Interested? Contact or mail/fax/email resume to:

Reading And Beyond
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