

JOB DESCRIPTION

- Position:** Child Care Associate – Incredible Years, Circle of Parents, Workforce Development Programs
- Status:** Not to exceed 12 hours/week, Non-exempt
- Reports to:** Program Group Leaders
- Role:** Provide safe, interactive, and loving care for children, ages birth through 12, of parents participating in Children & Family Resource Center programs, working closely with 2-3 other Child Care Associates.

QUALIFICATIONS

- Be 18 years of age or older.
- Hold Early Childhood Certificate(s) for Preschool and/or School Aged, or Associates in Applied Science in Early Childhood Education, or be a current student in the Early Childhood Education field of study.
- Experience in providing a safe and loving environment for children.
- Any equivalent combination of training and experience.

PRINCIPAL RESPONSIBILITIES

- Provide care for children of parents attending Children & Family Resource Center programs. These times vary but some of the program dates and times include:
 - Weekly Circle of Parents support group held every Tuesday morning from 10-11:30am
 - Incredible Years Tuesday or Thursday evenings from 5:45-8:15pm (2.5 hours)
 - Early Childhood Workforce Development Program- various mornings from 8:30-11:30
- Assist with cleanup and sanitizing of child care space.
- Maintain child attendance information.
- Perform other duties as assigned.

JOB COMPETENCIES

- Able to be non-judgmental, empathetic, and culturally sensitive.
- Experience in providing a safe and nurturing environment for children.
- Dependable and enthusiastic.
- Values Equity: Supports equitable treatment and equal opportunity for all employees.
- Values Diversity: Supports an environment of learning about, valuing, encouraging, and supporting differences.

Children & Family Resource Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender, national origin, age, disability or genetics. In addition to federal law requirements, Children & Family Resource Center complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.