



## OLD MILL CENTER FOR CHILDREN AND FAMILIES JOB DESCRIPTION

### **POSITION IDENTIFICATION: RELIEF NURSERY BILINGUAL CHILD CARE PROVIDER**

**POSITION SUMMARY:** The Child Care Provider will be responsible for the care of children, ages six weeks to six years while parents attend Relief Nursery support groups. The provider will plan activities, set up and clean the classroom, serve snacks and communicate with parents to ensure a nurturing and safe environment.

**QUALIFICATIONS:** Must be 18 years of age and be bilingual (English/Spanish). Must enjoy children and have some experience or knowledge in caring for young children.

**RESPONSIBLE TO WHOM:** The Bilingual Child Care Provider is immediately responsible to the Parenting Educator and ultimately to the Relief Nursery Program Manager.

### **RESPONSIBILITIES:**

1. Providing a fun, nurturing and safe classroom experience that reflects the OMCCF and Relief Nursery philosophy.
  2. Working cooperatively with staff, interns and volunteers.
  3. The ability to lift 50 pounds.
  4. Diapering and helping with toileting as needed.
  5. Serving snacks and doing dishes.
  6. Setting up and cleaning up classroom and activities.
  7. Necessary record keeping—attendance, accident reports.
- A. Other Related Duties as assigned including:
1. Maintaining a positive job attitude including positive team behavior (e.g. willing to pitch in, problem solving attitude, positive communication style, etc.)
  2. Completing a background check.
  3. Maintaining and updating pediatric first aid/CPR and food handler's certification
  4. Dressing as appropriate for the job.
  5. Reporting at regular working hours, being punctual.
  6. Writing in a clear, concise manner.
  7. Participating in regular supervision

Hours Per Week: 4 hours

Rate of Pay: \$11.00

Job Posting from: 08/07/2018 to 08/31/2018