



Position Available
Notice Date: 05/04/2012

Job Title: Childcare Site Aide-Sub (on call basis)
Date Available: 05/04/2012
Salary Range: \$9 per hour
Status: This is an at-will, part-time, non-exempt position
Deadline: 5pm, May 11, 2012
Email resume and cover letter to: Eva Cosio
jobs@readingandbeyond.org

Job Description
Childcare Site Aide-Sub

POSITION ROLE:

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:

1. 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.
2. Provide quality care to children at all times.
3. Maintain an overall safe and stimulating atmosphere.
4. Provide children with a safe and nurturing environment.
5. Attends all meetings/events required by supervisor.
6. Excellent customer service skills.
7. Good judgment dealing with difficult children, emergency or security situations.
8. Be professional at all times.
9. Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

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

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES:

1. Experience in dealing with all types of individuals in a positive manner.
2. Good judgment when dealing with difficult children, staff, emergency or security situations.
Responds effectively to crisis situations.
3. Available to work weekends and holidays if necessary.
4. Willing to substitute and/or be relocated to another child care center if necessary
5. Committed to provide excellent customer service.
6. Pleasant, tactful and patient.
7. Computer literate.
8. 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

- Candidate must have reliable transportation and maintain updated Drivers License and insurance at all times
- Candidate must pass criminal record background checks and negative Tuberculosis (TB) test.
- Candidate must be available to work evenings and weekends as needed.

Employment is conditional pending satisfactory results of all required tests and background checks mentioned above. Periodic TB clearances may be required if hired.

Reading and Beyond is an Equal Employment Opportunity Employer.