



SILVERTON TOGETHER

Position Title: Child Care Provider
Reports to: Brenda Sturdevant, Manager

POSITION SUMMARY: (Deadline for application is February 17, 2010)

Position goal: To assist the parent educator. Children will range in needs and ages, depending on the class being offered. Classes are offered on evenings, days and some Saturdays. Some flexibility is available.

In addition, the Child Care Provider understands and supports the following Silvertown Together mission statement:

'To strengthen and support the health and well being of all our children, families and community'.

All Child Care Provider positions will be required to take training in CPR, First Aid and to go through a thorough background check.

ESSENTIAL REQUIREMENTS:

To perform this job successfully an individual must be able to execute the following requirements satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability needed for the position.

1. A knowledge and first hand experience working with families and children.
2. Knowledge of community resources, services, activities, and facilities.
3. Knowledge of cultural diversity and cross-cultural communication.
4. Knowledge of principles and practices of organization and coordination of school and community programs.
5. Ability to keep confidentiality.
6. Ability to recognize, listen and respond to sensitive situations with clients and staff.
7. Ability to use independent judgment with interpretation of information gathered.
8. Ability to work with, and to communicate effectively (both orally and in writing) with parents, children, staff and management.
9. Ability to work harmoniously with diverse groups of people, schools and agencies.
10. Ability to work successfully in a team setting with professionals, peers and volunteers.
11. Ability to collect required data and records in a timely manner.
12. Ability to read, understand and follow oral and written instructions.
13. Maintain regular attendance and perform the physical and mental requirements of the job.
14. To maintain integrity as you are a representative of Silvertown Together and our community.
15. The ability to be self motivated and organized.
16. To turn in all required reports in a timely manner as directed by the manager.

SPECIAL REQUIREMENTS ACCOUNTABILITIES:

1. The Child Care Provider will need to be able to work flexible hours, including some evening and weekend hours.
2. To adhere to the building requirements from where you classroom will be taught. Including and not excluding cleaning up afterwards, turning off lights and locking all doors.
3. Payroll is by-weekly. Time cards will be filled out and turned in every other Friday morning.
4. Any in-kind information is to be tracked and accounted for with each time card.
5. Evaluations for performance will be done on a yearly basis with the Silverton Together Manager, starting with the month of hire.

GENERAL PERFORMANCE RESPONSIBILITIES:

1. Maintain professional appearance and mannerisms appropriate to the position.
2. Carry out work responsibilities effectively under pressure of interruptions and time restraints.
3. Adhere to policies and procedures of Silverton Together.