

MOAB COMMUNITY CHILDCARE

Job Description

Job Title: Caregiver
Part-time, Non-Exempt

ORGANIZATION OVERVIEW

We are a 501(c)(3) non-profit organization whose mission is to bring quality affordable childcare to residents of Moab. Our first center will be in the Lutheran Church on 360 W 400 N. Note: We are not religiously affiliated. We will have eight spots for infants aged 0-2. Over time, we hope to open additional centers and expand the age range served until affordable childcare is widely available in Moab for working families. Due to generous state subsidies, out-of-pocket costs for most families will be low. We plan to be open M-F from 8:30a-5:30p.

POSITION OVERVIEW

The Caregiver's main role will be to assist in the care of infants aged 0-2 at our center. In addition, the Caregiver will support the Center Director with a variety of administrative tasks to ensure the Center runs smoothly. The role will be part-time with flexible hours (applicants looking for a full-time job will also be considered). Over time, as we open more centers, we expect some of our part-time caregivers will be promoted to full-time center directors.

REPORTING RELATIONSHIPS

The Caregiver will be supervised by the Center Director. The Caregiver is not expected to manage other staff, unless as requested by the Center Director.

ESSENTIAL FUNCTIONS

1. Provide direct care for the Center's children.
2. Assist the Center Director with a variety of administrative tasks to ensure the Center runs smoothly.
3. Establish and sustain a positive learning environment for children.
4. Follow our childcare program and policies.
5. Project a friendly demeanor, love for children, and the ability to create a supportive and encouraging environment for both children and teachers.
6. Complete ongoing training and courses to remain up to date on daycare standards and procedures.
7. Communicate and meet with parents regarding their children and the center's policies.
8. Complete at least 20 hours of child care training each year.

MINIMUM QUALIFICATIONS

Certifications

1. Have or be willing to obtain an infant and child CPR certification (Red Cross or equivalent).

Desired Attributes:

1. Love for children and education.
2. Strong interpersonal skills.
3. Friendly and approachable demeanor.
4. Professional appearance, attitude, and work ethic.

WORK ENVIRONMENT AND PHYSICAL AND MENTAL DEMANDS

While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to operate standard office equipment; and lift up to 25 pounds.

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex office administrative problems; use basic math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; work on multiple, concurrent tasks; work under deadlines with frequent interruptions; and interact with infants, staff, the Board, and families.

SELECTION GUIDELINES

A formal application and résumé is required; finalists will interview with the appropriate hiring authority. Applicants must pass a pre-employment drug test and background check, and upon employment, must possess a valid Utah driver's license. Applicants must receive at least 2.5 hours of pre-service training.