Part-Time Evening Childcare Coordinator

**Reports to:** Program Director  
**Classification:** Part Time

**JOB SUMMARY:** The Part-Time Evening Childcare Coordinator is responsible for coordinating the Childcare Monday through Thursday, 6:30pm to 8:30pm. This includes organizing activities and providing a program that contributes to the individual growth and development of children and reflects the philosophy and goals of quality childcare.

**JOB DUTIES AND RESPONSIBILITIES:**

**Children’s Program**
- Assist with routines for care of children.
- Assist with preparation of supplies and projects.
- Organize activities for children under the age of five.
- Supervise volunteers assigned to the Childcare Center on a nightly basis.
- Make sure children are safe.
- Read to children; teach simple painting, drawing, games, hand work and songs.
- Assist with activities with volunteers.

**Communications**
- Help with communication and team building efforts.
- Inform Program Director of anything that could impact health and safety.

**Physical Plant**
- Responsible for set-up and clean-up of program area.

**Miscellaneous**
- Other duties in keeping with the scope and nature of the position.
- Able to assess situations and address problems as they arise.
- Work well with others.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Essential Skills**
- Must be self-motivated.
- Good communicator.
- Energetic.
- Loving.
- Cheerful.

**Essential Skills**
- Bilingual.

**EDUCATION AND EXPERIENCE:**
- High school or G.E.D. Must have begun training to be professionally prepared as a teacher of young children.
- Previous experience working with children.

**HOURS:**
- Willingness to work a flexible schedule

**COMMENTS/CONDITIONS:**
Obtain fingerprint cards and a Child Abuse Index check.