

Job Title	Child Care Provider
Employer/ Agency	Bay Area Turning Point, Inc
Job Description	<p>Hours: 40 hours weekly or as necessary to achieve program objective, tasks, activities, responsibilities and to effectively document outcome measures and variations.</p> <p>Summary Description: Our child care facility is looking for a caring, compassionate Child Care Provider who has experience caring for children ages six weeks to 17 years. We are committed to providing top quality care and education for children who are enrolled in our program. Our goal is to enhance the lives of every child that attends our facility.</p> <p>Essential Duties and Responsibilities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Supervise and monitor the safety of all children signed in to Bay Area Turning Point Childcare <input type="checkbox"/> Assist with distribution of prepared meals and monitor children during mealtimes and snacks <input type="checkbox"/> Help children keep good hygiene to include changing clothes of children and diapers of infants and toddlers <input type="checkbox"/> Adhere to organized activities and implemented curriculum that allow children to learn about the world and explore interests in a safe and sanitary environment <input type="checkbox"/> Adhere to developed schedules and routines to ensure that children have enough physical activity, rest, and playtime <input type="checkbox"/> Watch for signs of emotional or developmental problems in children and bring the problems to the attention of parents and outlined agency staff. <input type="checkbox"/> Keep records of children's progress, routines, and interest <input type="checkbox"/> Adhere to a developed cleaning routine throughout the day that keeps all of the interactive areas sanitary and safe <input type="checkbox"/> Work with outlined agency staff to maintain communication with parents and contact parents in emergency situations <input type="checkbox"/> Pick up children enrolled in childcare from their respective bus routes during the school year <input type="checkbox"/> Attend and assist with preparation of field trips and special activities for children in enrolled in childcare <input type="checkbox"/> Adhere to and ensure that all agency/program policies and procedures are followed at all times <input type="checkbox"/> Daily- at the end of childcare, organize and clean the children's room and other building areas used during childcare; wash and put away clothing and linens kept in the childcare areas. Sanitize all toys played with by children who place these items in the mouth <input type="checkbox"/> Twice weekly- per an established schedule, sanitize all toys used in childcare <input type="checkbox"/> Check and respond to emails at least 1 time per shift <input type="checkbox"/> Attend staff meetings as requested <input type="checkbox"/> Participate as requested in file documentation of children participating in childcare <input type="checkbox"/> Other duties as requested

	<p>SUPERVISION:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Serve as the supervisor and “teacher” of the volunteers participating in childcare. <input type="checkbox"/> Supervise all children six weeks to 17 years of age enrolled in childcare Attend staff meeting as requested <input type="checkbox"/> Demonstrate leadership, communication and problem-solving skills in a manner, which encourages and empowers residents, volunteers and co-workers. Exhibit a "team work" approach
Qualifications	<p>High school diploma/GED required</p> <ul style="list-style-type: none"> <input type="checkbox"/> Experience in working in a childcare facility environment <input type="checkbox"/> Must possess valid CPR and First Aid certifications <input type="checkbox"/> Ability to pass background check and drug screening required <input type="checkbox"/> Ability to endure tasks that require mobility and keep up with the demands of active children <input type="checkbox"/> Able to manage and tolerate noise levels and multiple needs of children in a group setting <input type="checkbox"/> Ability to lift/carry/move a minimum of 40 lbs. for an extended distance <input type="checkbox"/> Must provide proof of and have the ability to maintain personal automobile insurance <input type="checkbox"/> Must have a clean driving record/be insurable/have at least 2 years verifiable driving experience
Salary/Hours	TBD
Application Method	http://www.bayareturningpoint.org/wp-content/uploads/2019/04/Regular-Volunteer-Application-Packaged.pdf
Opening Date	Immediate

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