

CHILDCARE COORDINATOR

WomenFirst Transition & Referral Center is a grass-roots organization working to provide a nourishing environment where women can rebuild their lives and self-worth through peer-mentoring, life-skills training, empowerment groups, and community support.

WomenFirst requires all employees to have completed a full COVID-19 vaccine dose prior to beginning work. Proof of vaccination is required. If you have questions or concerns regarding reasonable accommodations, please reach out to us.

Position Title: Childcare Coordinator- On call

Reports To: Executive Director

Job Shift: Part-time (2-15 hours per week, evenings, weekdays, some weekends)

Location: 21440 SE Stark St., Gresham, OR 97030

Job Category: Non-profit; social services; child care

Wage: Range: \$18.00-\$22.00 hr

General Function

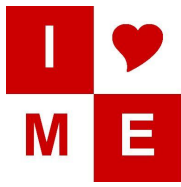
The Childcare Coordinator is responsible for providing childcare and supervision during classes, events, and meetings on-site at the WomenFirst Rebuilding Lives Center. The Childcare Coordinator works closely with WomenFirst staff and participants to provide a safe, nourishing environment for children while their parents attend classes and workshops.

Position Responsibilities

- Arrive onsite to the WomenFirst office by no later than 5:30pm or on scheduled days to set up the childcare station.
- Keep the children engaged and participating in activities while parents are participating in group meetings.
- Ensure child safety within the play area. Any issues with safety should be addressed with the child's parent.
- Create and maintain relationships with parents so that they feel their child is safe and can be trusted in our care.
- Do not have your personal phone out for any reason other than an immediate emergency. Attention should be focused towards the children and providing a safe, fun environment for them.
- Clean and maintain the child care room. Make sure the space is up to current COVID cleaning standards (i.e. toys and surfaces are wiped down properly, the floor is swept). This should be done upon your arrival and before you leave.

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- Work in collaboration with the administrative team to plan activities, snacks, and crafts for the children at least two weeks in advance to ensure that we have the supplies necessary.
- Communicate regularly with the Administrative Assistant and Executive Director about incidents and report the number of children at each session.
- Maintain a safe, pleasing environment for children from a variety of different backgrounds.

Requirements

- Satisfactory completion of a background check.
- Satisfactory completion of Urinary Analysis drug test.
- CPR / Child CPR / First Aid training (if the applicant does not meet this requirement, they will be required to obtain this certification within ninety days of their hire date).

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