



El Sol Childcare Assistant

This is an FLSA Classified Non-Exempt Position.

This is a part-time position for 11 hours per week on Monday, Tuesday and Wednesday and Thursday evenings from 7 pm until 9 pm and 3 hours a week on Saturdays from 10 am until 1:00 pm lunch included.

Essential Functions:

- 1) Assist in the care of children from the parents of Educational programming happening during the evenings and on Saturdays. (60%)
- 2) Assist in offering basic positive programming for children such as coloring, reading and/or games. (20%)
- 3) Work with Childcare Volunteers and supervise any interaction between volunteers and children. (10%)
- 4) Report the hours worked and the number of children cared for on a weekly basis. (10%)
- 5) Be creative with program development. Other duties may be assigned by the Chief Program Officer.

Qualifications and Skills

- Previous experience working with Children.
- Must be able to multi-task.
- Able to lead children with enthusiasm and a positive, pleasant attitude
- Strong organizational skills and record keeping
- Self-starter who can work independently
- Ability to follow directions

This position will report directly to the Chief Program Officer but will report to the ESL Nighttime Coordinator as a Supervisor during the evening classes on Monday, Tuesday and Wednesday. This position will also report to Plazas Coordinator on Thursday evenings and Saturdays.

Name

Date