

JOB DESCRIPTION
***Vita Family Literacy* Childcare Worker**

Position Title:	Childcare Worker
Reports to:	Family Literacy Instructors
Location:	Keystone Elementary School 1800 Keystone St, Croydon, PA 19021
Hours:	Monday to Thursday 9:15AM – 3:15PM
Status:	Part-time 22 hours per week, 42 weeks (Sept. 2021-June 2022)
Salary Range:	\$12,012
Benefits:	Vacation, holidays, sick days and personal days according to the guidelines in Vita's Employment Policy Manual.

Summary of job:

Family Literacy is a year round program providing intensive instruction for English as a Second Language parents. It has four components: Early Childhood Education; Adult Education; Interactive Literacy Activities (ILA) and Parenting Education. The Childcare Worker will be responsible for supervising young children of parents participating in the program. The individual will be part of the Family Literacy instructional team to plan age-appropriate learning activities for the children and provide clerical support for the program.

Responsibilities:

- ◆ Prepare children's area, set up activities (crafts, games, toys, etc.)
- ◆ Supervise a group of approximately 8 toddlers ensuring their safety and engaging them in age appropriate activities, eg. crafts, puzzles, group games, snack time, circle time, etc.
- ◆ Keep classroom neat and orderly
- ◆ Follow guidelines established by teachers in planning activities and materials for the children
- ◆ Works with the instructors in taking necessary and reasonable precautions to protect students, equipment, materials and facilities.
- ◆ Attends staff meetings and participates in assigned professional development
- ◆ Assist with clerical duties as needed
- ◆ Follow Vita's and school district's health and safety plan
- ◆ Execute other responsibilities as assigned

Qualifications:

- ◆ Minimum of High School Diploma
- ◆ Over the age of 21
- ◆ Experience working with young children
- ◆ Creativity in planning activities
- ◆ Patience and flexibility
- ◆ Maturity and sensitivity in working with diverse populations
- ◆ Strong organizational skills
- ◆ Three Clearances: Child abuse clearance, PA Criminal record check, Federal Criminal History Record Information (CHRI)

Application Process:

To be considered for this position, please submit the following information to kwegelius@vitaeducation.org. Qualified individuals will be interviewed after application materials are reviewed.

- Cover letter
- Resume
- Two references