

**JOB DESCRIPTION**  
**Vita Family Literacy Childcare Worker**  
**2022 Summer Session**  
**at Keystone Elementary School**  
1800 Keystone Street, Croydon PA 19021

**Position Title:** Childcare Worker  
**Reports to:** Family Literacy Instructors  
**Hours:** 8:30AM – 12:30PM  
**Weekdays:** Tuesday to Friday, July 5 to August 19  
**Salary:** \$13.00 per hour (16 hours per week)

**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 taking care of the children of parents in the Family Literacy program. The ages of children will vary. The Childcare worker will assist teachers in planning indoor and outdoor learning activities. Supportive help is provided for the Childcare Worker while working with children.

**Responsibilities:**

- ◆ Plan and implement children's age appropriate activities
- ◆ Prepare children's area, set up activities (crafts, group games, puzzles, snack time, circle time, etc.)
- ◆ Supervise the safety of the children
- ◆ Follow guidelines established by teachers in planning activities and materials for the children
- ◆ Follow the daily schedule
- ◆ Keep classroom neat and orderly
- ◆ Follow Vita's and school district's health and safety plan
- ◆ Execute other related tasks as assigned

**Qualifications:**

- ◆ High School Diploma
- ◆ Minimum 18 years of age
- ◆ Experience working with children
- ◆ Patience and flexibility
- ◆ 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](mailto:kwegelius@vitaeducation.org). Qualified individuals will be interviewed after application materials are reviewed.

- Cover letter

Vita Education Services

[www.vitaeducation.org](http://www.vitaeducation.org)

- Resume
- Two references