



## **UpValley Family Centers**

### **Job Description: Childcare Specialist**

**Employment Type:** part-time, hours vary

**Salary:** \$16 hour

**Benefits:** Paid sick leave

**Location:** St. Helena and Calistoga

**About UpValley Family Centers:** Our mission is to provide guidance, support, and resources in the community, in the home and for the individual, so that everyone can achieve a better life. We serve as an essential resource hub for residents living in the upper valley of Napa County. Learn more at: [www.upvalleyfamilycenters.org](http://www.upvalleyfamilycenters.org).

### **RESPONSIBILITIES**

- Supervise children's activities for parenting education workshops as scheduled.
- Keep records of all children in childcare, including a sign-in and check out. All parents must sign in/out each child. Childcare providers are responsible to submit completed sign-in sheets for each event.
- Childcare held at the same site as the parenting education class or support group.
- Children should never be taken off-site during care hours for any reason.
- Generally, we do not provide childcare for children in diapers.
- Children are never to be physically grabbed, hit or spanked. All discipline should be verbal and age appropriate.
- Any food or beverage provided to children should be healthful and nutritious.
- Providers should work out a bathroom routine that ensures that children are never left unsupervised.
- All supplies and equipment used for childcare should be stored at the Center. Providers may request additional supplies and/or equipment from the Program Director.
- If a problem arises during childcare hours, notify the Program Coordinator immediately.

**EDUCATION and/or EXPERIENCE:** An appropriate combination of education and experience to perform the essential duties is required:

- Early Childhood Education units highly desirable
- Experience working with ECE setting highly desirable
- Provide UVFC with a copy of fingerprint clearance
- Provide UVFC with copy of tuberculosis screening clearance.
- Complete Pediatric CPR and First Aid course
- written and verbal communication skills in English and Spanish
- Excellent customer service skills and service-oriented
- Ability to work with diverse ages and backgrounds

**To apply:** Email cover letter and resume to [ilopez@upvalleyfamilycenters.org](mailto:ilopez@upvalleyfamilycenters.org). Position open until filled. No phone calls please.

UpValley Family Centers is an equal opportunity employer.