

UpValley Family Centers



Position Title: Childcare Specialist

Employment Type: part-time, hours vary, non-exempt

About UpValley Family Centers: UpValley Family Centers is a dynamic nonprofit organization that provides prevention services to strengthen children, adults, and families. Our mission is to provide guidance, support, and resources in the community, the home, and the individual so everyone can achieve a better life. Our offices are located in Calistoga and St. Helena; we serve children, youth, adults, and seniors. Taking a prevention-focused, community-responsive approach, our broad scope of services includes guided information and referrals, access to health services and other resources, education and mentorship opportunities for all ages, case management and counseling services, disaster relief and emergency preparedness services, and more. Learn more at www.upvalleyfamilycenters.org

Essential Duties and 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.
- Provide childcare at the same site as the parenting education class or support group.
- Ensure that children never leave or be taken off-site during care hours for any non-authorized reason.
- Treat children with respect. Children should never be physically grabbed, hit or spanked. All discipline should be verbal and age appropriate.
- If applicable, ensure that any food or beverage provided to children is healthy, nutritious and does not trigger an allergic reaction.
- Work out a bathroom routine that ensures that children are never left unsupervised.
- Store supplies and equipment used for childcare at the Center. Childcare providers may request additional supplies and/or equipment from the Program Coordinator.
- Immediately notify the Program Coordinator if a problem arises during childcare hours.
- Other duties as assigned.
- * Generally, we do not provide childcare for children in diapers.

Desired Qualifications:

- Early Childhood Education (ECE) units highly desirable
- Experience working with ECE setting highly desirable
- Complete Pediatric CPR and First Aid course (if you do not have it UVFC will provide it)
- Excellent customer service skills and service-oriented
- Ability to work with diverse ages and backgrounds
- Bilingual in English and Spanish is a plus
- Desire to be part of an organization supporting individual and family wellness and working towards solutions that address societal inequities
- Valid Driver's License, insurance, or transportation is desirable
- * If hired you should receive clearance from fingerprint background check and TB test



Hours of Work:

Our business hours are 8:30 am - 5:00 pm. We offer many classes in the late afternoon after regular business hours.

General working hours will vary depending on the program that that needs to provide childcare assistance.

To Apply: Email cover letter and resume to Alejandra Cruz, HR & Operations Manager at acruz@upvalleyfamilycentes.org. Position open until filled. No phone calls, please.

This job description is intended to indicate the kinds of work duties required in this position. It is not intended to limit or in any way modify the rights of any supervisor to assign, direct, and contract work of staff under his/her supervision. The use of a particular illustration describing duties shall not be held to exclude other duties, not mentioned, that are of a similar level or difficulty.

Starting Range: \$16.00 per hour - \$22.26 per hour

Actual payment within range will be contingent on several factors, including but not limited to the candidate's qualifications, education, experience, internal equity, and alignment with market data, following our compensation philosophy. Anticipated starting salary not expected to exceed the range median.

Benefits: This position receives 40 hours of sick time per year, non-cumulative. UpValley Family Centers is a Blue Zones Project Approved™ organization that provides a variety of opportunities designed to foster employee wellness. We are committed to creating an equitable, sustainable, joyful culture where each team member can thrive.

UpValley Family Centers is an equal-opportunity employer committed to maintaining a diverse staff and providing culturally responsive services.