Position Description

**Title:** Child Care Worker  
**Hours/Week:** Part-time/20 hours  
**Start / Ending date:**

**Reports to:** FamilySource Center Director/Youth Program Coordinator

**Summary:** The Child Care worker will provide child care to the children of families participating in the FamilySource Center services. The Child Care Worker will maintain the child care room and bring new innovative activities to provide child care,

**Responsibilities and Initiatives:**

Supervise children by providing direct care of the children.  
Maintain logs, sign in sheets and records of each child to ensure quality care.  
Document and report any sign of illness or accident to center supervisor and parent.  
Provide specialized attention to each child/parent, responding to needs and characteristics of each individual  
Provide learning examples as needed.  
Conduct age-appropriate activities  
Prepare lesson, materials, bulletin board displays, etc  
Provide emotional support, friendly attitude and general guidance.  
Provide stimulating environment and learning situations to enhance child growth and development.  
Serve as a role model to children, parents and families.  
Work in a team setting  
Complete other duties as assigned

**QUALIFICATIONS:**

Experience in early childhood education, parenting education, adult education and/or literacy development  
H.S degree required or GED completed, 6-12 units of ECE, Child Development college classes  
1-3 years experience in community, social, public school system and/or volunteer work.  
Familiarity and ease in dealing within multicultural setting  
Diplomacy and tact in dealing with the public, families, participants, agencies and community organizations  
Ability to work and communicate effectively with diverse age groups  
Be flexible to changing schedule  
Excellent communication and organizational skills; strong written and interpersonal skills  
Class C Driver's License, automobile, auto liability insurance, good driving record;  
Bilingual English/Spanish required  
Proficient in Microsoft Office (Word, Excel, Access, PowerPoint)

Please submit resume to agarcia@ypiusa.org or fax to 818.899.5588.  
NO PHONE CALLS PLEASE