



# Childcare Job Descriptions

## Program Worker

Wage: Minimum (\$8.55)

Work Shift: Can Vary 0 - 22 hours per week.

- \* Program open 6:00 a.m. until 9:00 a.m.
- \* After School hours until 6:00 p.m.
- \* Full Day schedule for non school days (school holiday breaks)

Program workers can be hired to work split shift or just a.m. or just p.m. depending on site needs.

Qualifications: 18+ years old, 2 years experience in organized childcare program with school age children. Must be able to obtain a clear criminal history background check. Job appropriate skills in working with children. Flexibility in work schedule. Will support site staff in lesson planning, Site maintenance.

Requirements: Must be self motivating, able to work on own. Willing to try new things, dependable. Must have reliable transportation.

## Assistant Supervisor

Wage: \$9.10 Per Hour

Work Shift: Can Vary 0 - 32 hours per week (Depends on school schedule)

- \* Must be available for split shift
- \* Program open 6:00 a.m. until 9:00 a.m.
- \* After School hours until 6:00 p.m.
- \* Full Day schedule for non school days (school holiday breaks)

Qualifications: 21+ Years old, 2 years College / Extended education in field of childcare / child development or currently enrolled & 2 years experience in organized childcare program with school age children. Must be able to obtain a clear criminal history background check. Job appropriate skills in working with children. Flexibility in work schedule. Will support site staff in lesson planning, Site maintenance. Will be second in command of site and responsible for knowing requirements of site records and operations to fill in for Supervisor as needed. Main site duty will be to keep the program activities in motion and be sure that daily schedule is kept. Duties include; medication management, attendance verification, menu service and records, assist in staff management, communications to parents, manage welfare of the children..

Requirements: Must be self motivating, able to work on own. Willing to try new things, dependable. Must have reliable transportation.

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## PROGRAM SITES

Bremerton:	Crownhill Elementary Armin Jahr Elementary
Central Kitsap:	Cottonwood Elementary Green Mountain Elementary Silverdale Elementary PineCrest Elementary

## Supervisor

Wage: \$10.26 Per Hour

Work Shift: Can Vary 0 - 36 hours per week (Depends on school schedule)

- \* Responsible for all site shifts / coverage
- \* Must be available for split shift
- \* Program open 6:00 a.m. until 9:00 a.m.
- \* After School hours until 6:00 p.m.
- \* Full Day schedule for non school days (school holiday breaks)

Qualifications: 21+ Years old, 2 years College / Extended education in field of childcare / child development or currently enrolled & 2 years experience in organized childcare program with school age children. Must be able to obtain a clear criminal history background check. Job appropriate skills in working with children. Flexibility in work schedule. Responsible for site lesson planning, Site maintenance. Responsible for knowing state regulations and making sure site is in compliance. Will be in command of site and responsible for knowing requirements of site records and operations. Main site duty will be to make sure that all children are accounted for and contact is made to absentees. Responsible to train assistant in how to keep the program activities in motion and be sure that daily schedule is kept. Duties include: medication management, attendance verification, menu service & records, responsible for staff management, communications to parents, manage welfare of the children, PR with school administration. Requirements: Must be self motivating, able to work on own. Willing to try new things, dependable.

Responsible for all site operations, programming and scheduling. Must have reliable transportation.

## Mini Bus / Van Driver

Wage: \$9.53 Per Hour

Work Shift: Typical -

7:30 a.m. - 8:45 a.m. & 1 / 2 p.m. - 3:30 p.m. (Depends on school schedule)

- \* Must be available for split shift
- \* Additional hours during school breaks
- \* 5 Year (clear) driver abstract required
- \* Additional work hours can be available as program support worker.

Qualifications: 21+ years old. Experienced driver. Experience in working with school age children.