



## JOB ANNOUNCEMENT & DESCRIPTION

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<b>Position:</b>	<b>Child Care Provider</b>
<b>Reports To:</b>	Project Manager - Glow!
<b>Classification:</b>	Independent Contractor, Part-Time
<b>Salary:</b>	\$20.00 per hour
<b>Deadline to Apply:</b>	May 15, 2019 at 5:00 P.M.

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### **Position Summary:**

The child care provider is responsible for providing short-term enriched child care for children ages 6 months old to 5 years of age while mothers participate in Group Prenatal Care sessions known as Glow! the child care provider is responsible for attending to children's basic needs, provide a developmentally appropriate learning environment, and create a safe and compassionate space for the children. The ideal candidate ought to possess the following characteristics: patience, enthusiasm, fun-loving disposition, and genuine interest for child development and care. In addition, the candidate should be able to adapt and take on diverse tasks and responsibilities, bringing stewardship, innovation and enthusiasm to the First 5 Fresno County vision, mission and team.

At First 5 Fresno County, we envision a future where all children and their families are healthy, loved and nurtured. We run after this vision by partnering with our community to create a seamless system of quality, accessible services that support the healthy development of every child and family.

### **Duties & Responsibilities:**

#### Contract Management

- Plan and facilitate enriched child care activities while mothers are in their group prenatal care sessions.
- Support child development while promoting school readiness. This includes but is not limited to, developing lesson plans that incorporate age and developmentally appropriate activities.
- Maintain open and frequent communication with the Glow! group facilitator on session days.
- Provide enriched child care at various locations, throughout urban Fresno.
- Other related duties as assigned.

#### First 5 Fresno County Administrative Procedures

- Implement internal policies for purchase requests, procurement, travel booking, etc.
- Travel for business using personal/company provided vehicle.
- Participate in First 5 Fresno County convenings, as deemed necessary.
- Additional projects and duties as assigned by First 5 Fresno County leadership that support the mission of the agency.

### **Qualifications:**

#### Education/Experience

- Degree in early childhood education or at least 6+ units in child development or other early childhood education related courses.

#### Skills/Experience

- Ability to work with diverse populations and serve families from different socio-economic, racial, and cultural backgrounds.

- Must be emotionally supportive and have a calm and warm demeanor.
- Ability to communicate clearly and properly both in oral and written form.
- Ability to be flexible and creative in different environments and/or situations.
- Excellent interpersonal communication skills and the ability to work effectively with infants, toddlers and young school age children.
- Maintain a professional work environment and respect confidentiality of all participating families.

#### License Requirements

- Possession and maintenance of valid California Driver's License and satisfactory driving record.
- Adequate car insurance coverage.

#### Physical Requirements

While performing these job duties, the employee is regularly required to stand, walk, sit, stoop and kneel; use hands for classroom duties. The employee is occasionally required to reach with hands and arms.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job includes close vision, distance vision, peripheral vision, depth perception and ability to adjust focus, and visual acuity sufficient to read a computer screen and paper documents.

#### Working Conditions

This position typically functions indoors in an office environment with light to moderate noise associated with business office equipment. Some travel will be required.

#### How to Apply

Submit a cover letter detailing your experience and skills that make you an ideal candidate along with your résumé. Please also include a list of three professional references who can attest to your pertinent knowledge, skills and experience for this position. Submission can be sent via email to Karina Perez at [kperez@first5fresno.org](mailto:kperez@first5fresno.org) or delivered in person during normal business hours. Position will remain open until filled. Office address: 2405 Tulare Street, Suite 200, Fresno, CA 93721.