

## ***Title: Essential Childcare Tutors***

**Department:** Programs

**Reports To:** Child Care Supervisor

**End Date:**

**Status:** Hourly, Non-exempt

**Supervises:** Does not supervise another position; however, this position does oversee children

**Schedule:** Part-Time /Varied shift Mon – Fri

### **Function:**

Under the leadership of the Child Care Supervisor this position is responsible for providing academic support, engaging activities, and student supervision in a safe, caring and enriching learning environment for children enrolled in the Salvation Army Camden Kroc Center's Child Care program. Responsibilities include prepare and lead lessons, supervise instructional play, assist with schoolwork, and keep required records.

### **Qualifications:**

- Minimum age 21.
- Minimum 2 years prior experience working with children of varied ages, abilities, and special needs.
- Bilingual Spanish/English preferred.
- Completion of NJ Health & Safety Basics.
- Completion of Understanding Licensing (or completion within 90 days of hire)
- TB test or chest x-ray with insignificant results.
- Physical clearing employee to work.
- Successful fingerprinting and background checks.
- Professional level CPR certification.
- Standard First Aid certification.

### **Education:**

- 2-year degree/college required with relevant coursework

### **Knowledge/Experience:**

- Ability to exercise mature judgment and sound decision making - must be able to independently determine which policy to employ and act on it.
- Demonstrated effective verbal and written communication skills
- Can maintain a calm demeanor in emergency or confrontational situations
- Ability to keep confidences, loyalties and practice professionalism
- Demonstrated work record of reliability and dependability
- Ability to produce work that is extremely detail oriented
- Working knowledge of Microsoft Word, Excel, Power Point
- Ability to learn Kroc Center's internal systems/programs
- Proven success engaging youth and adults in a positive and supportive manner
- Can work a flexible schedule to meet program staffing/planning needs