



Job Title:	Childcare Associate I	Department:	Assistance Services
Reports To:	Program/Education Manager	Full Time / Part Time	Part Time
FLSA Status:	Non-Exempt	Job Grade:	5

NFCC is a 501(c) 3 nonprofit organization whose mission is to help ease hardship & foster financial stability in our community.

Job Summary: The NFCC Childcare Associate has the critical role of providing a safe and welcoming environment for children from the ages 2 to 11 while their parents attend classes in the NFCC Education Programs.

Job Duties and Responsibilities:

- Welcome children and ensure parents sign them in and out every time they use child care program.
- Alert parents, when child needs assistance with feeding or toileting. (parents are excused from class to assist child.)
- Responsible for cleanliness and organization throughout each class session.
- Provide or create activities (craft and game) for younger children.
- Monitor children to ensure that they play and interact with one another in a safe and appropriate manner.
- Provide reports and record any problems that may occur for accidents, behavior, or other issues for Program Manager.
- Supervise older children needing to complete homework assignments.
- Contact Programs Manager and the child’s parents in the case of an emergency.
- Works with and provides direction to volunteers.

Job Requirements:

- High School degree or equivalent.
- Excellent interpersonal skills with toddler and school aged children.
- Ability to organize games and crafts for children.
- May be asked to complete and maintain CPR certification.
- Spanish speaking preferred.
- Criminal background check clearance
- Negative drug test screening.

Hours:

Part time. Morning and evening shifts available.

To apply:

If interested, please email Wynona Kuehl at wkuehl@nfcchelp.org.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed indoors in a child care setting. Must be able to lift, push or pull up to.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EEO Statement: NFCC is an Equal Opportunity Employer, NFCC does not discriminate based on race, religion, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disabilities, national origin, veteran status, or any other basis protected by the law. All employment is decided based on qualifications, merit, and business needs.