



Compass Center for Women and Families Childcare Specialist Position Description

Job: Childcare Specialist

Reports to: Support Group Coordinator

Classification: Part-Time; 2 hour shifts up to 1-3 times per week

Salary Range: \$11/hr.

Organization Summary: Compass Center for Women and Families is hiring a Childcare Specialist to provide occasional child care. Join this experienced team, working with a committed staff and our dedicated volunteers to continue Compass Center's long history of successful service delivery to community members in Orange County and the surrounding area. Compass Center is proud to serve more than 5,000 clients each year with essential programs and services like career and financial education, legal resources, and support groups, all open to the public. Additionally, Compass Center is the only Orange County resource for comprehensive domestic violence crisis services. Compass Center works closely with Chapel Hill-Carrboro City Schools, offering sexual health programming and empowerment programs related to bullying and healthy relationships in middle school health classes.

Position Summary: The Childcare Specialist is responsible for providing a safe, supportive environment for play or homework for children ages 0-12 during Compass Center adult support groups and other evening programs. The Childcare Specialist is also responsible to supervising childcare volunteers during their shifts and providing updates and concerns to the Support Group Coordinator as needed. Shifts are two hours and expected need is 1-3 weekday evening shifts (Monday-Thursday) with occasional weekend shift opportunities.

Essential Job Duties and Responsibilities:

- Provide trauma-informed childcare during support groups and other programs.
- Supervise childcare volunteers during shifts.
- Maintain the cleanliness, safety and organization of the childcare space.
- Complete documentation in a timely manner.
- Report attendance and any concerns to Support Group Coordinator.
- Greet adult group members who are late and get them connected with their group.
- Assist volunteers in managing any safety concerns that arise.

Qualifications:

- High school diploma or GED.
- Competence with email, shared google documents, and calendars.
- Experience and comfort with children between the ages of 0 and 12.
- Training or experience working in the field of domestic violence preferred.
- Ideal traits: playful, empathetic, kind, and energetic with strong boundaries, excellent organization skills, and ability to work independently.

We actively encourage diverse candidates to apply. Compass Center for Women and Families provides equal employment opportunities to all employees and applicants for employment

without regard to race, ethnicity, religion, age, gender identity or expression, sexual orientation, disability, national origin, genetic information, or veteran status.

How to Apply: Please email a cover letter, resume, and the names of three professional references to employment@compassctr.org. Please include the job title in the subject line of the email. No phone calls please. Applications will be accepted until July 24, 2017. Applications will be reviewed as they are submitted as we would like someone in the position in August 2017.