



Compass Center for Women and Families Childcare and Program Support Specialist Position Description

Job: Childcare and Program Support Specialist

Reports to: Self Sufficiency Programs Director

Classification: Temporary Part-Time; 15-25 hours total between March & April

Salary: \$17/hr.

Organization Summary: Compass Center for Women and Families is hiring a Childcare and Program 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 6,000 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 and Program Specialist is responsible for providing a safe, supportive environment for play or homework for children ages 0-17 during Compass Center workshops and other evening programs. The Childcare and Program Specialist is also responsible for supervising childcare volunteers during their shifts and providing updates and concerns to the Self Sufficiency Program Director as needed. Shifts are two - three hours 2 per week. In addition to childcare, the position would assist program staff with set up, management, and clean up of meals and program information the day of the event. Childcare is provided at various locations in Orange County. All shifts will be held at host sites.

Essential Job Duties and Responsibilities:

- Provide trauma-informed childcare during workshops and other programs offsite
- Prepare age appropriate activities with theme for children attending childcare
- Facilitate educational learning opportunities during childcare provision.
- Serve children snack during childcare shift
- 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 Self Sufficiency Program Director
- Greet adult group members who are late and get them connected with their group.
- Assist Program staff in setting up and cleaning up meal at the event
- Assist staff in distributing any program information during the event
- 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 17.
- 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.
- Preferable for candidates to possess and maintain a valid driver's license, automobile insurance, and reliable vehicle in order to most easily access off-site childcare locations.

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 note of interest, 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 March 1st, 2020