



## Early Childhood Partnership of Adams County Job Description

**Job Title:** Child Care Provider  
**Coordinated by:** ECPAC Administrative Assistant  
**Reports to:** Family Initiatives Coordinator/Director of Child and Family Health & Well-being  
**FLSA Status:** Hourly  
**Rate:** \$13 per hour (approximately 2-8 hours per week – varies)

### Position Summary

The Child Care Provider is responsible for providing high quality child care for young children while their parent(s) attend trainings, meetings or workshops at the same location for up to four (4) hours per session during both day and evening events. Locations, times and days will vary, based on need. Work load will vary throughout the year. Occasionally, childcare will be requested for up to nine (9) hours for special events or trainings.

### Essential Duties and Responsibilities

1. Set up room:
  - a. Arrive 30 minutes before parents and child arrive to set up a child care room in a manner that promotes safety and engaging play and learning.
  - b. Ensure sign in form is completed in full by parents/families when they arrive
2. Provide quality care to children that includes but is not limited to:
  - a. Adequate supervision of children at all times
  - b. Provision of a safe environment at all times
  - c. Proper hygiene—use of sanitizer after all diaper changes and trips to the bathroom; use of sanitizer before and after meals; wipe down all eating surfaces before and after meals
  - d. Engaging activities for children
  - e. Playing and talking with children
  - f. Promotion of social-skills among children (sharing, taking turns, following directions, playing with others...)
  - g. Promotion of literacy skills for children (reading, art, talking, singing...)
  - h. Work collaboratively with any co-provider
3. Cleaning up:
  - a. Stay up to 30 minutes after ending of class to fully clean up area—leaving it as it was prior to arrival
4. Communication:
  - a. Provide good communication with families prior to and after care—including enjoyment, concerns, and any injuries (minor); Notify families immediately of any serious injuries.
  - b. Adequately communicate all needs to family class facilitators as appropriate
5. Training:
  - o Attend training as requested by ECPAC to ensure high quality care
6. Submission of Time Sheet and Mileage per organizational deadlines

### Qualifications:

Qualified candidates have the ability to work collaboratively, effectively and efficiently with a diverse parents and children

- Knowledge of childhood development and basic safety
- At least two (2) years' experience in providing care to young children
- Knowledge and skills regarding the principles and components of high quality child care

- Strong interpersonal skills and the ability to work in a community-based collaborative environment
- Ability to work effectively with individuals that represent a variety of needs, abilities, socioeconomic backgrounds, educational and early childhood philosophies
- Excellent verbal skills
- Effective problem solving and customer service skills, including demonstrated skills in successful conflict resolution
- Commitment to the mission and vision of the Early Childhood Partnership of Adams County
- Bilingual (Fluent in both English-Spanish) preferred
- Able to pass a background check
- Current certification or willingness to complete CRP and First Aid

**Physical requirements and working conditions:**

- Ability to stand and walk on hard surfaces for periods of time
- Ability to lift/push/pull/carry various objects of 10 – 20 pounds frequently and 30 -40 pounds occasionally
- Ability to reach to shoulder level and above
- Ability to bend at the hips and knees
- Ability to arrive on time at various locations in all types of weather conditions
- Ability to work evenings and weekends
- Use of personal electronics is not allowed during hours of care

**Compensation:** \$13 an hour with no employee benefits