



Children's Activities Associate

Contracted position

Average 10 hours/week, depending on the number of classes.

Job Duties:

- Coordinate the children's activities during our parenting classes, support groups, and counseling sessions.
- Arrive 30 minutes before class to set-up and stay after class ends to clean up and sanitize toys.
- Ensure that the room is clean and ready for the next day.
- Facilitate the Nurturing Parenting Program curriculum for the children during parenting classes (age appropriate)
- Work with volunteers and interns to coordinate different ages and different activities. Oversee and train childcare volunteers.
- Schedule volunteers as needed. Send out reminder texts to volunteers
- Follow Safety and health protocols to keep all children and volunteers safe.
 - o Check in/out process
 - o Parenting classes - have 2 people in the room (includes bathroom and changing diapers)
 - o Clean and sanitize all toys and surfaces after each class
- Report any concerns or incidents to the Parenting Coordinator immediately.
- Additional hours available throughout the year for parenting workshops or classes in other counties.

Requirements:

- Minimum of a high school diploma with experience working with children in a classroom setting
- Criminal Background check
- Trained in confidentiality and mandated reporting