

**Explorers Academy
615 North 19th Street
Billings, MT 59101**

◀ VACANCY ANNOUNCEMENT ▶

INTERNAL/EXTERNAL OPENING

POSITION: Child Care Worker

WORKSITE: 511 Custer Avenue
Billings, MT 59101

RATE: **\$10.50/hour** DOE

OPENING DATE: November 16, 2017

CLOSING DATE: When Filled

JOB DUTIES: See Job Description

QUALIFICATIONS: Experience in a licensed child care facility is preferred.

WORK SCHEDULE: **Daytime Monday-Friday**
Center hours are 7:00 a.m. to 6:00 p.m.
Various shifts are available

WHO MAY APPLY: All Qualified Individuals

HOW TO APPLY: Submit Current Resume to:

**Human Resource Director
Explorers Academy
615 North 19th Street
Billings, MT 59101
406-869-1219**

Explorers Academy is an Equal Opportunity Employer

Position Description

Explorers Academy

Functional Title: Child Care Worker
Supervisor: Child Care Director
Salary: \$10.50/hour DOE
FLSA: Non-Exempt
Position Status: Part-time 25-30 hours/week

More hours available during summer months

Position Summary

The Child Care worker is responsible for ensuring the children in the care center are cared for according to agency standards. The child care worker must be dedicated to representing Explorers Academy positively to the community. The Child care worker must be committed to providing inspiration to children and outstanding customer service to families.

DUTIES AND RESPONSIBILITIES

On a daily basis the Child Care worker will be responsible for:

- Assisting with the weekly execution of program activities.
- Ensuring a safe environment for the children in the center.
- Maintaining a clean healthy environment in the center.

ESSENTIAL SKILLS

- Must maintain self-control and manage difficult or emotional situations with tact and professionalism.
- Must maintain confidentiality.
- Must communicate clearly, both orally and in written format.
Must demonstrate respect and sensitivity for cultural, racial and economic differences.
- Must treat others with respect and consideration to foster a teamwork environment.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Must obtain CPR/First Aide certification (on the job training)
- Must complete state day care licensing training (on the job training)
- Must pass background checks.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk, listen, stand, walk and sit.

While performing the duties of this job, the employee is also often required to use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, bend, stoop, kneel, crouch or crawl, taste or smell and move quickly to respond to children's health or safety needs.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Noise level is usually moderate.

COMMENTS:

This description is intended to describe the essential job functions and requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of this position. Other functions and duties may be assigned as determined to be necessary for overall job accomplishment.