



JOB DESCRIPTION

Job Title: **Baby Institute Childcare Worker**

Reports to: Baby Institute Manager

Supervises: N/A

FLSA Status: exempt non-exempt full-time part-time other

Salary Ranges: \$10.00

Position Summary:

Provides a safe, nurturing environment for pre-school children. Develops and implements a curricula program with the goal of developing kindergarten-readiness skills. Ensures the safety and health of students. Assists children with physical needs. Maintain effective communication with parents, guardians and co-workers.

Essential Job Functions:

- Develop good rapport with children. Interact effectively with all ages.
- Provide a safe, nurturing and positive environment for children.
- Know and understand the needs of children and plan activities appropriate for children in care.
- Is able to follow required diaper-changing, hand washing and sanitizing procedures with children.
- Ability to work as a team member.
- Must be patient, courteous and professional with children, parents and co-workers.
- Open and flexible to change.
- Must be able to complete basic recordkeeping documentation related to children's care
- Must be punctual and reliable in attendance

(This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

Minimum Qualifications:

- Knowledge of business English language including the meaning and spelling of words, rules of composition and grammar in order to prepare and read documents and correspondence.
- Ability to establish and maintain effective working relationships with employees and tactfully communicate potentially sensitive information.

- Must possess valid Florida ID or driver's license and access to a reliable transportation to and from work.
 - Must pass background screening and drug test.
 - Must be available to work flexible schedule on Saturdays, or evening meetings.
 - Must demonstrate the ability to
 - Follow policies, procedures, standards and rules.
 - Apply technical information, and keep accurate records.
 - Must demonstrate strong skills in
 - Organization and effective records management practices.
 - Attention to detail
 - Problem-solving techniques.
 - Professional appearance and presentation.
 - Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.
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Education and Experience

- 3 years of experience working in a childcare center
- Must possess DCF 45 hour introductory training (ITERS **experience** a plus)
- High school diploma
- Two years of college or equivalent office administration experience.
- Physical capability to lift over 20 pounds and engage in physical activity on a frequent basis.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

Send Cover Letter and Resume to:

msanchez@elcoc.org

By Fax to: 407-749-0287

By Mail to:

Early Learning Coalition of Orange County
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