

EMPLOYMENT OPPORTUNITY

Children's Activity Leader

The Position: Temporary, part-time position supports the Adult Education Program by providing primary care of children while parents are in class. The Children's Activity Leader works closely with other staff and volunteers to provide age-appropriate activities and homework completion activities for children ages 2 - 14. Needing coverage for evening classes in Mount Vernon and morning classes in Burlington, both shifts are 12 hours per week, looking to fill both slots with 1 or 2 employees.

Major Responsibilities

1. Develops and implements children's activities, including age-appropriate games and crafts.
2. Provides primary oversight of children while their parents are meeting in nearby rooms.
3. Follows all written policies related to discipline, medication procedures, illness and injury, fire drills, and other safety measures.
4. Responsible for collection of information for required reporting.
5. Responsible for maintenance and cleaning of room and site.
6. Attends trainings and other meetings as required, usually during office hours.
7. Other job-related duties as assigned by management.
8. Picks up, stores, and prepares healthy snacks for children.
9. Integrates monthly age-appropriate financial lessons into activities.

Qualifications

- High School Diploma or GED/HSE minimum required.
- Bilingual in English & Spanish
- Valid Driver's License and auto liability insurance required if personal vehicle used for work-related travel.

The ideal candidate will possess the following **Experience, Knowledge, Skills, and Abilities:**

- Experience working with children.
- Experience with data collection and reporting.
- Ability to communicate clearly with adults and children.
- Ability to work harmoniously with a variety of people.
- Enjoys children and has demonstrated successful abilities in working with children.

Licensing and Certifications

Required to obtain within the first 3 months:

- Food Handler's Permit
- First Aid/CPR Certified
- TB Test
- Shall receive personal background clearance

Compensation: \$13.76 per hour

To Apply: Please submit, Community Action application, resume, and cover letter prior to the closing date

Please direct all application materials to:

Employment@CommunityActionSkagit.org OR
Community Action of Skagit County
Attn: Employment
330 Pacific Place
Mount Vernon, WA 98273

Closing: Position is open until filled. First day of work will be 09/16/19, must fill before then.

*application forms and job announcements are available at the above address and also at our website, www.CommunityActionSkagit.org

Community Action of Skagit County is an Equal Opportunity Employer. Should you require accommodation in the application process, please contact us at the Employment email address shown above or (360) 416-7585.