

EMPLOYMENT OPPORTUNITY

Children's Activity Leader (Temporary - PT)

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.

JOB DUTIES and RESPONSIBILITIES INCLUDE:

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. Picks up, stores, and prepares healthy snacks for children.
7. Integrates monthly age-appropriate financial lessons into activities.
8. Attends trainings and other meetings as required, usually during office hours.
9. Other related duties as assigned by management.

! QUALIFICATIONS INCLUDE:!

Education & Experience

- High School Diploma or GED/HSE minimum required.
- Bilingual in English & Spanish

(Or a combination of education and experience providing the knowledge, skills, and abilities to successfully perform the work)

License(s) & Certification(s)

- Must have valid driver license and auto liability insurance if personal vehicle is used for work-related travel.
- First Aid/CPR Certified.
- May require Food Handler Permit.

Skills and Abilities

- Bilingual (Spanish/English) preferred; additional languages helpful.
- 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.
- Must have strong and effective communication skills (oral and written).
- Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational and experiential backgrounds.

COMPENSATION AND BENEFITS:

\$13.98 - \$16.64 per hour (DOE)

Benefits include:

- Employee Assistance Program
- Holidays & Paid Sick Leave
- Health club discounts

(Community Action reserves right to modify, amend, or terminate any benefit at any time for any reason.)

TO APPLY:

Qualified candidates are encouraged to apply by providing **ALL** items requested. Please submit the following:

(1) Community Action Application (2) Resume (3) Letter of Interest.

Application Packets should be submitted to: **employment@communityactionskagit.org**

You can find all job announcements and apply online on our website at www.communityactionskagit.org

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements. Community Action of Skagit County is an Equal Opportunity Employer. Should you require accommodation in the application process, please contact our HR Department.
