



Transforming Parents' Lives. Improving Children's Futures.

Evening Child Care Assistant

Warren Village is actively seeking an energetic, passionate, and skilled Evening Child Care Assistant.

Warren Village is a mission driven “learning organization” that is founded on six core values (collaboration, integrity, inclusion, accountability empowerment, and excellence) that drive our culture and our work. Utilizing a nationally acclaimed, Two-Generation (2Gen) approach, Warren Village empowers disadvantaged single parents to regain self-esteem, reconnect to the community, and ultimately reclaim a productive place in the community.

The Evening Child Care (ECC) Assistant is part of a team that is responsible for recruitment, screening, placement, training, scheduling, supervising, evaluating and recognizing volunteers who participate in all aspects of the Life Skills Classes and Evening/Special Events Child Care. He or she is specifically assigned to Evening Child Care to help oversee the ECC volunteers and help provide care for children (ages 6 weeks to 12 years) while parents are attending life-skills classes.

As a member of the Family Services Department this position works to ensure a quality program while implementing best practices of volunteer management. The employee must be available to work from 6:00 to 8:30 p.m. Monday through Thursday on nights evening programming is offered at Warren Village.

Job Description - Summary

Essential Duties & Responsibilities:

- Helps maintain a safe, nurturing, quality environment to the children participating in evening child care.
- Helps provide a rewarding experience for volunteers and assists with volunteer relations – greeting child care volunteers and Life Skills Class facilitators, completing all required sign-in and paperwork, support volunteers in the child care area, promote safety, structure and protocol.
- Responsible for the direct supervision and management of a large group of children in a safe and caring environment.
- Interact directly with the children, play with and supervise all games, crafts and activities. Engage children in puzzles, block play, coloring, group activities, reading, or singing. When outside with children, organize fun outdoor games. *Your ideas for new activities are encouraged and always welcomed.*
- Ensures that Learning Center and 1300 facilities and non-consumable equipment are properly set-up before programming and left clean and organized at the end of evening programming.

Knowledge, Skills, and Abilities:

- Applicant must be 18 years of age or older with strong communication and interpersonal skills
- Experience working with young children and basic understanding of child development preferred

- Experience working with special and/or high needs preferred
- Experience working with low-income, diverse populations is a plus
- Ability to listen, respect and incorporate new learning into job
- Must be able to receive constructive feedback, communicate directly, have a sense of humor, positive outlook, and enjoy working as a part of a team.
- Candidate must be able to demonstrate responsible professional behavior with the ability to work independently as well as part of a team that is comprised of volunteers, professional staff, and residents.
- Position requires strong communication skills with an ability to write clearly and concisely.
- Applicant must pass a CBI and Central Registry Check.
- ADA requirements include the ability to lift 40 pounds, and the ability to communicate effectively with residents, staff and volunteers.

Salary & Benefits: Hours are Monday, Tuesday, and Thursday, 6:00-8:30p.m. Pay based on experience starting at \$12.00 an hour.

To Apply: Interested candidates should submit the following items (as separate PDF attachments) to careers@warrenvillage.org, Subject line: **Evening Child Care**.

1. Resume
2. Cover letter

Application Deadline: The position will be open until filled.

The above declarations are not intended to be an “all-inclusive” list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

We do not accept unsolicited resumes from recruiting agencies. Warren Village is proud to be an Equal Opportunity Employer. We are committed to equal employment opportunity regardless of race, color, religion, sex (including pregnancy or related medical conditions), national origin, veteran status, sexual orientation, gender identity, age, disability, marital status, or other protected category. If you have a disability or special need that requires accommodation, please contact us at careers@warrenvillage.org.