



St. Paul

job posting

Position Title:	Child Care Aide (3 positions)	Department:	Housing & Supportive Services
Salary:	\$10.00 per hour	Scheduled Hours:	Thursday 4:00 – 8:00 p.m. Through 12/16/2010

Position Summary:

Assists in facilitating a drop-in child care program for children in the YWCA St. Paul's Transitional Housing Program.

Position Responsibilities:

1. Help prepare, implement and lead activities in a safe atmosphere that promotes caring enjoyment and learning. Know and implement all policies for appropriate supervision of all children, administer First Aid according to the guidelines set by the American Red Cross, properly document all incidents, follow accident prevention policies to ensure that children are not unduly exposed to preventable injuries.
2. Assist with set-up, clean up, serving of snacks, orientation/introduction of new children and health history checks. Implementation of arts and crafts, games, music and other recreational activities.
3. Provide positive role-modeling to single parent mothers. Establish and enforce clear, consistent limits and expectations of appropriate behavior, know and enforce policies for persistent unacceptable behavior, assist children to develop safe and appropriate ways of interacting and expressing their feelings.
4. Assist with researching and collecting resources relating to families with children and distributing them (i.e., school registration, school supplies, clothing, activities, tutoring).
5. Maintain cleanliness of the Child Enrichment Center and other program spaces.
6. Assist with field trip preparation and activities.
7. Assist Children's Program Case Manager and Transitional Housing Program staff as needed. Additional duties are performed as required.

Qualifications:

Work Experience: 2+ years of experience in child care. Experience in a non-profit setting focusing on creating opportunities for women's growth, leadership and empowerment, and elimination of racism or a related mission is highly desired.

Other Requirements:

- Dealing with confidential information
- Ability to relate to children from diverse socio-economic and cultural backgrounds
- Be a positive role model for children
- Ability to work as part of a team or one-on-one

The YWCA St. Paul offers competitive salary and benefits for eligible positions. The YWCA is an Affirmative Action/Equal Opportunity Employer.

To apply, send letter of interest, resume, and salary requirements to:

Human Resources, YWCA St. Paul

375 Selby Avenue

St. Paul, MN 55102

fax: (651) 222-6307 email: hr@ywcaofstpaul.org