

**Title:** Childwatch Provider

**Position:** Support The Well CDC's commitment to removing barriers and creating economy by providing supportive childcare for participants enrolled in our Career Development program.

**Compensation:** \$15/hour

**Responsible to:** Workforce Manager

**Overview:**

The Well CDC's Career Development program holistically supports our participants as they build skills and remove barriers to work. In our program, students will earn a certification in their course of study, write their resumes, and practice interviewing. Classes also include workshops on soft skills and job retention, digital literacy, financial planning, mental health, and emotional wellness. Before graduating from the program, participants will have opportunities to meet with community partners and address barriers to employment like childcare, legal backgrounds, and the benefits cliff.

**Main Objective:**

To use your gifts and talents to provide safe, inclusive, and educational child supervision to support the Career Development program.

**Job Description:**

**I. Career Development Childcare**

- a. Oversee the safety of children in your care
- b. Develop and maintain an effective cleaning plan to ensure the childcare room is sanitary and safe
- c. Facilitate educational and fun activities for the children
- d. Oversee snack and lunchtime when applicable
- e. Maintain excellent written and verbal communication with parents
- f. Other childcare related administrative duties as assigned

**II. Requirements**

- a. Ability to relate to and work with diverse types of individuals
- b. Ability to work independently and as a team
- c. A caring and compassionate attitude
- d. Outstanding communication and people skills

**III. Expectations**

- a. Hours: 12-15 hours per week on an as needed basis (five weeks on, two weeks off with potential to grow into more)
- b. Common Business Courtesy
  - i. Return phone calls and emails within 48 hours
  - ii. Be on time to meetings, events and programs
- c. Maintain a neat and organized childcare room
- d. Adhere to related staff policy and procedures
- e. Assist with other The Well CDC staff when needed or asked