

Position: Childcare Staff member

Salary: Based on experience and qualifications

Supervisor: Childcare Director

Application Deadline: Ongoing

Application Process: Send resume and WMFC Employee Application to: Email: strohm@wmfc.org Mail/Drop Off: West Midland Family Center (Attn: Molly Stroh) 4011 West Isabella Road Shepherd, MI 48883

Job Summary

The childcare member will help carry out an effective child development program based on a research-based, high-quality curriculum that meets the needs of children at their level while creating a strong home-school partnership.

Requirements

- 1 Must meet licensing rules of a caregiver. A CDA or Associates in Early Childhood would be preferred, but not required.
- 2 Must be certified or able to certify in First Aid, CPR and on-site First Responder training.
- 3 Knowledge of The Creative Curriculum.
- 4 Knowledge of DHS Licensing, and Conscious Discipline would be beneficial.
- 5 Criminal Background and Central Registry check required for employment to begin.

Responsibilities:

1) Help carry out an effective child development program that includes physical, social, emotional and cognitive needs of each child. 2) Help create an environment with well-established routines and smooth transitions. 3) Guarantee a safe environment by providing constant supervision, appropriate arrangement of space and accurate maintenance of equipment. 4) Help develop a calm, pleasant environment in the classroom in which children and families feel comfortable and secure. 5) Help promote positive guidance using Conscious Discipline to help the children develop self-control. 6) Help provide plenty of experiences through play that promote self-expression, growth of imagination and creativity. 7) Help provide activities that develop positive approaches to learning, including persistence, problem solving and curiosity. 8) Develop a strong home to school relationship with families. 9) Maintain written records. 10) Work as part of a team to maintain a high standard of quality in the classroom and program. 11) Other duties as assigned.

If you are hired you will need to complete and have a DHS Clearance Form on file prior to starting.