



## Position Description

Date Posted: 01/03/2022

### *Youth Programs Coordinator & Assistant Teacher*

<b>Job Title &amp; Code</b>	Youth Programs Coordinator (Happy Camp Community Center) & Assistant Teacher (Little Campers Child Care Center)
<b>Job Hours &amp; Work Week:</b>	40 hours/week
<b>Rate/Salary:</b>	\$16.00-\$18.00 DOE
<b>Benefits Offered:</b>	Sick Pay, Holiday Pay (paid vacation after 1 year of employment)
<b>Reports To:</b>	Executive Director (HCCC) & Director/Head Teacher (LCCCC)
<b>Closing Date:</b>	Monday, January 10, 2022 @ 5pm

#### Summary

This is a combination position, 20 hours/week working as the Youth Programs Coordinator for the Community Center and 20 hours/week working as the Assistant Teacher in the Little Campers Child Care Center. This is a full-time position, 20 hours is paid through a grant, currently funded for 1 year.

Under the supervision of the Executive Director, the Youth Programs Coordinator will assist in the planning and execution of youth-related grant programs and working teams (First 5 Siskiyou, Youthful Campers Collaborative, Happy Camp Child Care Collaborative etc.). Duties include setting up meeting invitations, planning activities and events, coordinating with program partners (via email and/or phone) regarding program logistics, data collection and grant reporting.

Under the supervision of the Director/Head Teacher, the Assistant Teacher monitors and coordinates the activities of 20-25 preschool age (2-5 years old) children attending the Little Campers Child Care (License #475407897).

#### **Duties & Job Responsibilities (Happy Camp Community Center)**

- Assist in planning and successful implementation of youth-related program grants, including but not limited to First 5 Siskiyou and Youthful Campers Wellness Collaborative
- Assist in the planning, coordination and implementation of program activities and events, including Paint me a Story Literacy Events, Monthly Book Distributions, Parenting Classes, Summer Day Camp, etc.
- Gather and maintain program data for grant reporting and evaluation efforts.
- Coordinate meetings (in person and via zoom) program partners and community representatives.
- Other related duties as assigned by the Executive Director.

#### *Knowledge Of/Ability To:*

- Organize, prioritize and multi-task
- Communicate effectively in oral and written expression with strong knowledge of computer programs (Gmail, Calendar, Microsoft Word, Excel)
- Prepare, maintain, and submit accurate and timely reports.

#### **Duties & Job Responsibilities (Little Campers Child Care Center)**

- Plan, organize, coordinate, and implement all the functions of the preschool program in accordance with the policies and philosophy of the Center and Title XXII regulations and in cooperation with the Director/Head Teacher, ensure that all licensing regulations are being properly followed

- Support the Director/Head Teacher with development, execution and implementation of curriculum which includes experimentation, inquiry, observation, play and exploration, and creative self-expression while utilizing information obtained from screenings, assessments, parent in-put, and child observations to plan activities that address each child's individual needs
- Plan and implement activities that build trust and emotional security, promote physical, cognitive, social, and language development, and supports emerging literacy and numeracy skills
- Ensure proper supervision throughout the daily session and in such activities as field trips, rest time, playground, meal service, and arrival/departure of students while maintaining a clean, neat, safe, and efficient work and learning environment
- Attend meetings, conferences, etc. as directed, for professional growth and to represent the childcare program and if needed, attend IEP meetings, as directed by Director/Head Teacher

### **Qualifications**

- Must be 18 years or older with a high school graduation degree or equivalent
- Current/valid Child Development Teacher Permit from the CA Commission on Teacher Credentialing or Combination of education (6 semester units of Early Childhood Education) and teaching experience with age 0 to 5 years old (minimum of 6 months) required for childcare center licensing
- Must be certified or able to be certified in First Aid and Child CPR, within one month of hire and must have the ability to be recertified as required.
- Must submit to an initial medical examination and TB test. Must be willing to submit to periodic rescreens for TB.
- Must successfully pass pre-employment drug screening and fingerprint criminal background check. Must be willing to submit to periodic fingerprinting rescreen.

### **Requirements**

- Walk, stand, sit, stoop for extended periods, bend, twist, reach and grasp, manual dexterity to operate business related equipment, perceive the nature of sound, near and far vision, depth perception, exert 40 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.

### **Compensation & evaluation**

- Compensation dependent on education and experience.
- Evaluation done by the Executive Director (HCCC) and Director/Head Teacher (LCCCC)

NOTE: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

**Applications can be found on the HCCA website, [www.happycampcc.org](http://www.happycampcc.org). under the "Employment" page.**