***Blue* *Mountain* *Recreation Commission***

Child Care Assistant Group Supervisor - this is an anticipated opening, tentatively scheduled to begin work on August 26, 2020 to coincide with the opening of the 2020-2021 school year.

**GENERAL FUNCTION:**

Under the direction of the Group Supervisor and ChildCare Director, the Assistant Group Supervisor is responsible for providing quality care and positive leadership to all aspects of the Child Care program.

**QUALIFICATION:** (one of the following)

* High School Diploma or GED Certificate and 30 credit hours in early childhood education, elementary education, or the human services field.
* High School Diploma or GED Certificate and 15 credit hours in early childhood education, elementary education, or the human services field, PLUS one(1) year experience working with children.
* High School Diploma or GED certificate and two(2) years experience related to the care of children.

**JOB DUTIES/RESPONSIBILITIES:**

* Planning and implementation of daily program activities.
* Coordinating activities with staff and students.
* Establishing and maintaining accurate attendance records and proper documentation according to DHS guidelines.
* Establish good relationship with parents. Develop good lines of communication in order to best serve students in our care.
* Maintain a safe and enjoyable environment not only for the child care participants but for coworkers and building staff.
* General supervision of students enrolled in either morning or afternoon care.
* Attendance at periodic staff meetings is required, but paid.
* Our childcare staff are expected to always behave like a role model while on the job. We ask staff to act in a positive, respectful, confident, and helpful manner at all times.
* Must enjoy working with people and children. Follow regulations of the BMRC to ensure safe, enjoyable environment for children. Enjoy the participants and ***HAVE FUN***!
* Perform other duties as designated by supervisor in support of BMRC mission.

**Other Requirements:**

New and returning staff must attend the following DHS and PDE required trainings within 30 days from hire:

* Fire/Water Safety (provided)
* CPR (provided)
* Emergency Plan (provided)
* Annual Training per DHS guidelines (6 hrs/year)
* Any additional training required by DHS or PDE including Mandated Reporter training, ACT 126 training and a 10 hour new employee Health and Safety training which can be completed on site or from home.

Job Type: Part-time

Salary: $11.00 /hour