

Job Vacancy Notice

Date: August 1, 2008

Title: Y's Kids Program Assistant

Duties:

This is an academic year position, responsible for assisting with supervising school aged before and after school child care programs. Depending on site placement, this position may also be responsible for a preschool age Head Start Wrap Around program. Duties include (but are not limited to): maintaining State of Iowa Licensing Standards, child safety, parent/school communication, program planning and implementation.

Hours:

15- 40 hours/week (split shift) depending on availability and school assignment; Non exempt, temporary/hourly employee status, bi-weekly salary.

Salary:

\$7.25 per hour. Participation in YWCA Retirement plan is mandatory after two years.

Accountability:

Accountable to the Director of Child Care and Assistant Directors of Child Care

Qualifications:

Education in Child Development, Early Childhood Education, Elementary Education, Recreation, or closely related field or equivalent combination of education and experience.

Experience working with children in a child care program. Experience with licensed child care program preferred; must be able to communicate effectively orally and in written form.

To Apply:

Apply at the YWCA, 425 Lafayette St., Waterloo, IA. Submit cover letter, resume, and a completed job application form to the YWCA Personnel Dept. by 5:00 PM on December 31, 2008. EOE.