

CHILD CARE PROGRAM ASSISTANT I

PART-TIME, TEMPORARY

SALARY: \$18.08 to \$21.98 Hourly

FINAL FILING DATE: We are accepting applications on a continuous basis. **PERS retired annuitants or current PERS members are not eligible to apply.**

THE POSITION

The Human Resources Department is accepting applications for the temporary and part-time position of Child Care Program Assistant I in the Parks, Recreation & Libraries Department to perform a variety of duties related to assisting with planning, coordinating and supervising Child Care and/or preschool programs. The normal work schedule will be weekdays between the hours of 6:15 am and 6:15 pm, Monday through Friday. **While the current vacancy is for a 1,000 hour position, this recruitment may be used to fill 1,500 hour positions in the future. This position is for year-round employment.**

The City of Roseville promotes a no smoking atmosphere.

THE CITY

The City of Roseville (COR) incorporates the following COrE Competencies as part of the City's culture:

- Focus on people: Develop and deliver service-oriented solutions that meet or exceed expectations.
- Build trust: Ensure honesty and integrity to gain confidence and support of others.
- Ensure accountability: Take responsibility for the outcomes of one's own work and foster a sense of ownership in others.
- Communicate effectively: Deliver clear, concise messages and actively listen to ideas and questions.
- Collaborate inclusively: Build effective working partnerships, alliances, and teams.
- Make quality decisions: Make sound, timely decisions and recommendations.
- Be adaptable/agile: Change approach or methods to best fit the situation and effectively balance competing priorities.

THE DEPARTMENT

The City of Roseville Parks, Recreation & Libraries Department incorporates our culture into our everyday interactions with our co-workers and our community.

- Take Pride - We're proud of the services that we provide to our residents.
- Be Creative - We encourage an environment that allows for passion and innovation.
- Always Improving - We embrace change by fostering opportunities to learn, adapt and grow.
- Work As a Team - Teamwork makes us stronger, more efficient and adds value to our department.
- Make it Fun - We celebrate our co-workers, achievements and successes.

DEFINITION

To perform a variety of duties related to assisting with planning, coordinating and supervising Youth Development and/or preschool programs.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Assist with planning and directing a variety of program areas which may include child care, preschool or afterschool programs.
- Aid in training of seasonal employees and volunteers.
- Prepare reports, schedules and other administrative material.
- Stimulate interest while teaching and supervising activities such as sports, games, special events, arts and crafts, drama and social activities.

- Maintain positive student and family relations and follow disciplinary procedures.
- Maintain positive relations with school/facility site staff.
- Maintain a safe, clean and orderly classroom environment.
- Notify appropriate staff of any problems with regard to site maintenance, children or parents and make recommendations as necessary.
- Promote and enforce safety procedures; render first aid and CPR, if certified, as required.
- Help to maintain records and reports as required; track and complete subsidized child care paperwork.
- Mentor and direct temporary staff in all aspects of classroom management, curriculum and team building.
- Coordinate and purchase supply needs.
- Act in the absence of the Child Care Site Coordinator, the Assistant Child Care Site Coordinator, or the Youth Development Program Coordinator.
- Coordinate distribution and assignment of department uniforms and equipment.
- Monitor and adhere to the program budget.
- Supervise assigned temporary staff; schedule, train and monitor staff relative to assigned duties; review timekeeping system of assigned staff for accuracy.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic knowledge of modern methods, techniques, principles and procedures used in the planning and supervision of child care and/or preschool programs and facilities.
- Elementary aged children with regard to interest, skills, special needs, recreational activities and program planning of such activities, i.e., sports, organized games, special events, arts and crafts and drama.
- Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.
- Basic methodology of organizing groups, programs and services in a recreational setting.
- Principles and techniques of first aid and CPR.
- Modern office equipment, methods, procedures and computer hardware and software.

Ability to:

- On a continuous basis, know and understand operations and observe safety rules; supervise children; stand for long periods of time; interpret, understand and follow policies and procedures; explain operations and problem solve issues for the public and with staff.
- Move tables, chairs and carry supplies; participate with children on field trips, perform exercises with children; lift or carry weight of 45 pounds or less.
- Lead activities and apply program knowledge to coordinate daily activities and special events; be engaged in all aspects of youth development programming.
- Effectively supervise participants.
- Establish positive and professional relationships with children, co-workers and parents.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.
- Respond to emergency situations in a calm and effective manner; administer first aid and CPR, if certified.
- Operate a computer as necessary to perform job duties.
- Identify problems regarding the facility and programs; refer difficult problems/irregularities for more advanced attention and recommend possible solutions.
- Understand and carry out written and oral directions.
- Maintain accurate and up-to-date records.
- Work outdoors in a variety of weather conditions.
- Communicate tactfully with customers.

- Communicate effectively and concisely, both orally and in writing.

Experience and Training

Experience:

- Minimum of two (2) years of work experience in a licensed child care center or comparable group child care program under the supervision of a person who would qualify as a teacher or director.

Or

- Two (2) seasons of paid experience in administering and coordinating recreation programs or a related field.

AND

Training:

- Equivalent to completion of the twelfth (12th) grade, GED, or higher level degree supplemented by completion of twelve (12) units in early childhood education, recreation, physical education, elementary education or related field.

License or Certificate

- Possession of a valid California driver's license by date of appointment.
- Possession of CPR and First Aid certificates within six (6) months of hire.

SUPPLEMENTAL QUESTIONNAIRE

1. Have you completed twelve (12) college units in early childhood education, recreation, physical education or elementary education?
☐ Yes
☐ No
2. Are you a current CalPERS member? A current CalPERS member is someone who has funds on deposit with CalPERS.
☐ Yes
☐ No

SELECTION PROCESS

Applications will be screened by the Human Resources Department for minimum qualifications. Qualifying applicants may be contacted by the Department to interview. Final appointment is contingent upon a check of past employment references, passing a City-paid fingerprint check and depending on position applied for a pre-employment medical exam and a drug and alcohol screening test.