

# Staff Childcare Associate



**Hours** 40 hours/week, 52 weeks/year

**Reports to** SKIP Lead Teacher

## Position Overview

The primary goal of the Staff Childcare Associate is to contribute to a loving, safe environment for SKIP (Staff Kids Inclusion Program) students. The SKIP Associate must love children and desire to help train and educate children of multiple ages. The SKIP associate must also work well with others and take direction and correction from supervisors well.

The SKIP Associate clearly understands and embraces that they are a part of Little Light House Tulsa, a Christian ministry with Biblical core values, whose mission is to glorify God by improving the quality of life for children with special needs, their families, and communities.

## Principal Duties and Responsibilities

- > Follow SKIP policies and procedures to ensure each child is given the care they need for their developmental age. Ensure that all staff and volunteers are also following procedures accordingly
- > Love, nurture, and manage any behavioral issues with love, following LLH procedures and under the guidance of the SKIP Lead Teacher
- > Assist the Lead Teacher with all of the duties and responsibilities needed to run the SKIP program: potties, cleaning, providing snacks and lunches, facilitating naptime, facilitating developmentally appropriate playtime, and assisting with circle times, lessons, and activities as directed by the Lead Teacher
- > Ensure that all bedding is washed 1x/week and that bedding is separated on cots.
- > Weekly supply runs to get items for lesson plans, snacks, lunches, etc - the SKIP Lead Teacher will provide a list. Fill out POs accordingly
- > Prep activities based on SKIP Teacher's lesson plans for afternoons, Fridays, and professional work days
- > Fill in for the Lead Teacher in their absence following the lesson plan created by the Lead Teacher
- > Prep for SKIP birthday celebrations as directed by SKIP Lead Teacher/Coordinator
- > Take notes at Friday SKIP meetings on the meetings document in the Teams chat
- > Provide lunch coverage for Skippers, Skippies, and SKIP staff as needed and directed by the SKIP Lead Teacher

- > Help guide and direct SKIP Volunteers lovingly and respectfully as directed by the SKIP Lead Teacher
- > Any other duties as assigned by the Lead Teacher
- > Attendance at LLH fundraising events
- > Attend workshops/seminars as requested, CS In-services, and relevant conferences

## Qualifications & Skills

### *Required*

- > High school diploma or equivalent
- > 1+ years of childcare experience
- > Obtain/Maintain CPR and First Aid certification
- > Possesses current and practical knowledge and skills in child development
- > Deals with confidential information using discretion and judgment
- > Works independently and cooperatively as a team member with all LLH staff
- > Demonstrates emotional stability, maturity, and a desire to grow spiritually such that spiritual principles will be reflected in day-to-day interactions, with a genuine concern for a job well done
- > Incorporate a welcoming and teaching attitude towards guests, student interns, and others who come to learn from the Little Light House team
- > Ability to lift, push, pull, and carry 40lbs

### *Preferred*

- > Educational background in Early Childhood Education or Early Childhood Development

## Supervision Received

- > Reports to the SKIP Lead Teacher/Coordinator