



COMMUNITY BRIDGES
PUENTES DE LA COMUNIDAD

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Open Until Filled

POSITION: PROGRAM AIDE (ON-CALL)
(BILINGUAL ENGLISH/SPANISH PREFERRED)

PROGRAM: MOUNTAIN COMMUNITY RESOURCES
A PROGRAM OF COMMUNITY BRIDGES

POSITION DESCRIPTION:

Under supervision by the Program Manager, the Program Aide prepares and provides activities for families with children of various ages. The Program Aide also performs other related duties as needed.

DUTIES & RESPONSIBILITIES:

1. Provides guidance to small groups of children in the areas of self-concept, sensory awareness, problem solving, concept formation and muscle development.
2. As directed, prepares and plans activities appropriate to the developmental needs and expressed interest of children.
3. Assists with supervision of small groups of children whose parents are participating in a discussion or education group.
4. Communicates information about children in care to the child's parent or guardian; initiates communication at arrival and exit to establish important information pertinent to the child's care.
5. Maintains an environment that fosters healthy emotional, social, cognitive and physical growth.
6. Supervises snacks and meals.
7. Cleans and maintains childcare equipment, such as toys, art materials, kitchen areas, storage areas, and rooms.
8. Provides for the health and safety of the children.
9. Assists with general clean up and for the opening/closing of the sites.
10. Maintains professional competence through participation in in-service and early childhood education.

11. Communicates effectively and respectfully with parents, volunteers and other staff at the Center, including persons from different racial, cultural and ethnic groups and from different backgrounds and lifestyles.
12. Abides by child abuse reporting laws.
13. Attends program and agency meetings and training's as required.
14. Maintains confidentiality as it relates to clients, personnel, the agency and all records.
15. Follows Community Bridges customer service protocol.

Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.

EMPLOYMENT STANDARDS:

Knowledge of:

- the methods and techniques of early childhood education;
- child development and of family life education; and
- child health and first aid.

Ability to:

- supervise children up to the age of 18;
- direct classroom activities; and
- work cooperatively with other staff, volunteers, parents and representatives of community organizations and agencies.

MINIMUM QUALIFICATIONS:

- Must have a combination of education and experience that provides the skills, knowledge and abilities listed. A typical way to obtain these qualifications would be to have obtained units in Early Childhood Education and/or have work or personal experience that demonstrates an interest in and ability to work with children.
- Bi-lingual English/Spanish preferred.
- Must be willing to work at various times and days, including some nights and weekends.
- Must possess physical stamina to stand for long periods of time and sufficient strength to lift up to 50 lbs.
- Must pass a criminal background check and maintain a clean record.

UNION:

The Program Aide position is represented by the SEIU bargaining unit.

BENEFITS:

- Eligible for paid sick leave.

- 401(k) Retirement Plan: Agency matches employee contribution up to 1% of annual salary upon completion of six month employment, effective during open enrollment period.
- Paid lunch if applicable.

RATE OF PAY AND HOURS:

- This is a regular, non-exempt, on-call position—hours vary.
- The starting rate of pay is \$13.39/hr (plus a \$0.20/hr on-call differential and a \$.40 per hour bilingual differential after passing a test administered by the Human Resources Department).
- On-site attendance during scheduled work hours is required of this position.

TO APPLY:

- Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302), or in person.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The application may be downloaded at: <http://communitybridges.org/employment>
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.
- If you have any questions, please contact Tyler Smith at (831)688-8840, Ext. 211.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.