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

PROGRAM: LIVE OAK COMMUNITY RESOURCES
A PROGRAM OF COMMUNITY BRIDGES

Community Bridges envisions a thriving community where every person has the opportunity to unleash their full potential. Our family of ten programs delivers essential services, provides equitable access to resources, and advocates for health and dignity across every stage of life.

POSITION DESCRIPTION:
Under supervision of 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.
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.
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.

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:
- Methods and techniques of early childhood education;
- Child development and 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.

We screen all applicants, require background checks on final candidates consistent with funding regulation requirements and are a Drug-Free Work Place.

UNION:
The Program Aide position is represented by the SEIU bargaining unit.
RATE OF PAY AND HOURS:
- This is a non-exempt, on-call position—hours vary.
- The position will be offered at $15.07/hr (plus a $.20 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.

BENEFITS:
- Eligible for paid sick leave.
- 401(k) Retirement Plan: Agency matches employee contribution up to 4% of annual salary upon completion of six-month employment, effective during open enrollment period.
- Employee Assistance Program (EAP).
- Paid lunch if applicable.

TO APPLY:
- Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302), or in person. If you have any questions, please call 831-688-8840, Ext. 200.
- 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.

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.