INFANT & CHILD CARE FACILITATOR

SUMMARY: The Infant Care facilitator plans and implements developmentally-appropriate activities for the infants and preschool children participating in the program. The Infant Care Facilitator communicates with parents and colleagues in carrying out his/her responsibilities and reports to the Supervisor of The Caring Place and the Director of Early Childhood Programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

♦ Plans and implements developmentally appropriate stories and activities in the areas of physical play, games, arts and crafts, etc. for groups of children, both indoors and outside, that promote learning and motivate enthusiasm for active participation. Closely supervises children as they engage in activities of the Infant Care Program to ensure their safety and successful participation.

♦ Collaborates with other Infant Care facilitators on a regular basis and coordinates efforts of Infant Care Facilitators in implementing the program.

♦ Communicates verbally with infant care facilitators, parents, administrators, and colleagues and maintains a sensitive, cooperative, respectful, and flexible demeanor during interactions with others.

♦ Demonstrates professionalism through reliability, punctuality, participation in meetings and staff development opportunities, as well as in personal appearance and self-care, and maintains personal integrity and a respectful attitude in professional relationships.

♦ When needed, assumes day care responsibilities for Summer Transition Program.

♦ Provides for the physical safety of children at all times through sign-in and sign-out procedures, anticipation and removal of hazards, visual observation of children and by appropriately responding to injuries or changes in physical condition.

♦ Inspects equipment and ensures that it is in good working order, reports any needs to the maintenance department, follows schedule for equipment use and care, and keeps a clean, well-organized environment for implementation of the Infant Care Program.

♦ Maintains careful records of attendance and prepares reports for the Business Office to facilitate billing.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty to the satisfaction of the administration. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE: Experience in working with children; high school diploma or better; coursework in education and/or child development with child care certificate.
**BEHAVIORAL SKILLS:** Demonstrates personal integrity, friendliness, patience, fairness, openness, non-defensiveness, sensitivity, flexibility and enthusiasm.

**LANGUAGE SKILLS:** Ability to read, analyze and interpret written documents, write reports and letters to parents and others. Ability to verbally present information and respond to children, parents, colleagues, and supervisors and speak and write from a child-specific perspective.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide; create and interpret graphs; compute ratio and percent, prepare and adhere to a budget, and use a calculator.

**TECHNICAL SKILLS:** Ability to use simple tools and machines, such as copiers, laminator, and telephones. Ability to use computer technology to write reports and newsletters, compose letters, and send e-mail.

**REASONING ABILITY:** Ability to solve practical problems and apply common sense in dealing with everyday and emergency situations. Ability to interpret a variety of instructions furnished in written, oral, diagram and schedule form.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an Infant Care Facilitator to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is required to stand, walk, sit, climb, use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an Infant Care Facilitator encounters while performing the essential functions of the job. The noise level in the work environment varies from quiet to moderate to noisy.