

SCHOOL AGE PROGRAM COORDINATOR

Description:

A full-time School Age Program Coordinator position is available at Children's Harbor. This Position comes with full benefits.

Qualifications:

A bachelor degree in early childhood or child development, and at least one year of experience teaching in an early childhood setting. An associate degree in early childhood education or related field, or a Child Development Associate (CDA) credential may be substituted if an Individual Training Plan (ITP) is developed and implemented to achieve a bachelor degree in early childhood education.

School Age Teacher must be able to lift children up to 40 pounds continually for up to 8 hours a day, 5 days a week, and perform necessary cleaning procedures in accordance with local, state, and national accreditation health and safety standards.

Must obtain a negative TB skin test or chest x-ray; obtain a doctor's statement indicating no evidence of contagious diseases; the ability to lift 40 pounds without restrictions; pass a State and Federal Criminal Check and Child Abuse Registry Check; visually and auditorily supervise children. This position must possess dependable transportation. A valid driver's license is preferred and may be required.

Responsibilities:

The candidate will help share the responsibility for a team of 25 children. The candidate must possess excellent supervision skills and help supervise the activities of all of the children at one time. The candidate will be responsible for helping to plan developmentally appropriate activities for the indoor and outdoor learning environments. The candidate will be required to supervise the children during field trips, assist with homework, and help develop social skills with this age group.

The candidate will be responsible for talking with parents and keeping the indoor and outdoor learning environments in good repair, clean and safe. The candidate will be responsible for maintaining accurate attendance records of the children. The candidate will also be responsible for attending additional training sessions, including CPR and First Aid training.

Application Process:

Submit application and/or resume with three (3) references to:

Children's Harbor
Human Resources
702 London Street
Portsmouth VA 23704

Email resume and application to: bonita@childrensharbor.cc

Visit website for application: www.childrensharbor.cc

DEADLINE: Open Until Filled
EEO & FMLA Employer