

PARTNERS IN HOUSING

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JOB DESCRIPTION

Job Title: On Call Child Enrichment Center Specialist **Number:** 755

Reports To: Program Manager

Training Period: 3 months **Exemption:** No

Supervisory: *Employees:* No *Unpaid Staff:* No *Volunteers:* Yes *Oversees Contracts:* No *Boards:* No

Job Titles Supervised: Volunteers

General Purpose: Under the general direction of the Program Manager, the on-call CEC specialist will provide childcare services on an on-call basis at the Colorado House and Resource Center. The on-call CEC specialist provides a resource for the parents in the Partners in Housing program by providing childcare during Life Skills, other classes taking place at the Colorado House and Resource Center, or while parents are taking advantage of other Colorado House resources. The on-call CEC specialist will assist in the coordination of some activities intended to enrich, educate, or entertain the children while in the CEC.

Essential Duties and Responsibilities:

Child Enrichment Center Coordination

- Provide childcare and supervision of volunteers for the Child Enrichment Center (CEC).
- Arrange appropriate aged crafts/projects for the children in the CEC.
- Maintain a safe, orderly and clean environment.
- Inform appropriate Family Services or other staff of any needs, problems, or concerns.
- Utilize designated sign in and sign out policy for children and their parents.
- Report any suspected child abuse per agency policies and procedures.

Other

- Close facility along with Program Assistant
- Light cleaning when necessary

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

Decision-making and Supervisory Responsibility:

| | | | | | | | | |
|-----------------------------|--|--|--|--|--|--|--|--|
| | Volunteers | | | | | | | |
| HIRING | I | | | | | | | |
| ASSIGNING/SCHEDULING WORK | F | | | | | | | |
| MONITORING/CONTROLLING WORK | F | | | | | | | |
| DISCIPLINE | R | | | | | | | |
| PERFORMANCE EVALUATION | n/a | | | | | | | |
| SALARY RECOMMENDATIONS | n/a | | | | | | | |
| DISMISSAL | R | | | | | | | |
| BUDGET RESPONSIBILITY | None | | | | | | | |
| PROPERTY RESPONSIBILITY | Responsible for CEC equipment, toys | | | | | | | |
| CONFIDENTIAL INFORMATION | Responsible for confidential client information. | | | | | | | |

I indicates Input only

R indicates responsibility for Recommending a course of action requiring one other approval

F indicates responsibility for the Final Decision

Minimum Requirements:

Education: No specific requirement.

Experience: One year experience working with children in a group setting.

Or other background demonstrating application of the following knowledge, skills, and abilities:

- Ability to work with a variety of people.
- Sensitivity to cultural differences.
- Knowledge of early childhood development.

Physical Requirements of this position include:

FREQUENCY OF REQUIRED EXPOSURE/USE

| WORK ENVIRONMENT | SELDOM | OCCASIONAL | FREQUENT |
|----------------------------|--------|------------|----------|
| COLD (50 F or less) | X | | |
| HEAT (90 F or more) | X | | |
| HUMIDITY | X | | |
| HEIGHTS | X | | |
| NOISE | | | X |
| VDT/CRT USE | X | | |
| DRIVING | X | | |
| STANDING | | | X |
| SITTING | | | X |
| WALKING | | | X |
| BENDING | | | X |
| WORK WITH OTHERS | | | X |
| REPETITIVE MOTION | | X | |
| OPERATING MACHINERY | | | |
| COPIER | | | X |
| TELEPHONE | | | X |
| FACSIMILE (FAX) | | X | |
| 10-KEY | X | | |
| CALCULATOR | | X | |
| COMPUTER | | X | |
| MOUSE | | X | |
| PRINTER | | X | |

OTHER REQUIREMENTS

| | SELDOM | OCCASIONAL | FREQUENT |
|----------------------|--------|------------|----------|
| VISUAL ACUITY: Near | | | X |
| VISUAL ACUITY: Far | | | X |
| COLOR DISCRIMINATION | | X | |
| HEARING | | | X |
| SPEECH | | | X |
| OTHER | | | |
| TRAVEL: | | | |
| LOCAL | X | | |
| NATIONAL | X | | |
| INTERNATIONAL | X | | |

This position requires

MOVING EQUIPMENT AND SUPPLIES

| | SELDOM | OCCASIONAL | FREQUENT |
|-------------------------|--------|------------|----------|
| LIGHT (Under 5 lbs.) | | | X |
| MODERATE (5 to 20 lbs.) | | | X |
| HEAVY (Over 20 lbs.) | | X | |

DESCRIPTION OF MOVEMENT

| | SELDOM | OCCASIONAL | FREQUENT |
|-------------|--------|------------|----------|
| LIFT/LOWER | | | X |
| CARRY | | | X |
| PUSH/PULL | | | X |
| REACH ABOVE | | | X |