



Job Title: Part Time Childcare Provider
Department: Revere Community School, Talent and Culture
Location: Revere High School (Location may be subject to change)
Hours: Variable up to 16 hours per week-Monday-Thursday evenings starting September 2022
Salary: \$15.00 per hour. This is a grant funded position.

DESCRIPTION:

The Revere Community School is the City of Revere Adult Education program that has been serving residents of Revere and neighboring communities since 2013. Our mission is to unite lifelong learners with community and partner resources to empower its adult learners and encourage workforce development.

Under the direction of the RCS Manager and Coordinator, the Childcare Provider will engage and support children while their parents are attending adult evening programs at RCS during the academic year. The Childcare Provider will maintain a safe and stimulating environment for young children and supervise the student staff. Our classes are on Mondays, Tuesdays, Wednesdays and Thursday from 5:00 p.m. and end by 8:30 p.m. Applicants should ensure availability between these hours.

The Community School primary focus on providing ESOL, Citizenship, HiSET, Computer, workforce development, financial literacy and social services to empower immigrant communities speakers of other languages and economically disadvantaged people.

Many of the learners are low-income, newcomer immigrants with language barrier and no job or working in low paying jobs. Some are high school dropouts who are looking to attend college, gain employment and/or obtain a better job. Our vision is provide our learners with the knowledge and skills they need to be successful in their personal and professional life and access link to vital resources. We want to empower them to engage in their community, enriches their lives and well-being and broaden their social networks

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position. Under the supervision of the RCS Manager, Instructors and adult childcare provider, the staff will:

- Assist in the creation of interactive activities that support the academic, social/emotional, and physical development of children
- Interact with children in a way which conveys respect and nurturing
- Play with children; this will often mean getting down on the floor to interact with them
- Provide activities and opportunities that encourage curiosity, exploration, and problem-solving appropriate to the development levels of the children
- Coordinate homework help for children in the program
- Maintain a safe, clean environment based on safety standards set by the program
- Assist to provide snacks to the children as needed
- Set –up , clean and straighten up child care rooms at the beginning and end of the day
- Inspect the room and equipment for potential safety hazards, taking corrective action to prevent injuries
- Maintain open, friendly, and cooperative relationship with each child’s family and encourage their involvement in the program
- Be able to lift and carry younger children
- Interact professionally and appropriately with parents, instructors, program staff, and volunteers
- Report all incidents to the adult childcare provider and RCS Coordinator
- Comply with all Revere Public Schools policies and procedures
- Participate and evaluate the effectiveness of activities and events
- Perform other duties and responsibilities as assigned by RCS Coordinator

QUALIFICATIONS:

- Must be at least a high school senior student
- Must be 16 years or older
- First Aid/CPR certified- and/or we will train
- Comfortable working with persons from diverse cultural and economic backgrounds
- Flexible and adaptable to meet the needs of the children and program
- Ability to communicate in Spanish, Arabic or Portuguese language is a plus
- Applicant must be able to lift children and move furniture

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Familiarity of Revere neighborhoods, including understanding of diverse cultures and languages spoken in the city.
- Proficiency in use of technology such as laptop computers and tablets.
- Knowledge of Google Office Suite and Drive applications.
- Knowledge of MS Office products which include Outlook, Word, Excel, and PowerPoint.
- Knowledge of operation of standard office equipment, e.g., computers, fax, phone, printer, photocopier, and scanner.
- Knowledge of basic social media practices.

Skills:

- Strong problem solving and interpersonal skills.
- Must be organized and detail-oriented and be able to work both independently and as part of a team.
- Training or experience in safety, cultural sensitivity, and community outreach.

Abilities:

- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively and efficiently verbally and in writing.
- Ability to accurately and relentlessly track the data around activities and outcomes.

PHYSICAL ENVIRONMENT:

The work environment involves inside and outside activities, in all weather conditions including wet, hot, and cold, and exposure to fumes, dust and air contaminants. This position cannot be performed remotely. The employees in this position must be comfortable entering public businesses and other public spaces and interacting with the public. The City will provide Community Health Liaison(s) with whatever personal protective equipment is recommended for this work by the City's public health authorities. Position requires standing/walking up to 4-5 hours per day, driving 2-3 hours per day, climbing, reaching, twisting, turning, kneeling, bending, crouching, and stooping in the performance of daily activities. The position requires near and far vision and acute hearing, the ability to stand for long periods of time, navigate rough terrain and move in or about construction sites, and walk up and down stairs. The ability to lift up to 20 pounds occasionally is also required.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

The applications must be submitted via the City's [Online Application Portal](#). Also, you can send your resume to Fatou Drammeh, Community School Manager at fdrammeh@revere.org