



JOB ANNOUNCEMENT

Position: Special Event Teacher **Start Date:** March 8, 2017-May 10, 2017
Location: Oakland (Subject to Change)
Hours: Part Time Wednesday Evenings **Salary:** \$14.00-\$16.00 per hour (Grade 3)
6:00pm-8:30pm

Community Child Care Council (4Cs) of Alameda County is a nonprofit organization serving families and child care providers in Alameda County. 4Cs of Alameda County exists to develop and coordinate resources for families and children.

The Special Event Teacher is responsible for providing child care for 4Cs events including workshops, trainings, and support groups. The Special Event Teacher reports to Programs Director for CalWORKs Stage 2&3. This is a non-exempt position

DUTIES & RESPONSIBILITIES

- Provide developmentally appropriate care, supervision, guidance and activities for infants to children up to thirteen years of age.
- Attend one hour planning and prep meetings held on Wednesdays evenings with other Special Event Teachers before parenting class starts.
- Plan and set up activities in child care area before children arrive.
- Clean up child care area at the end of each session.
- Pick-up and return child care materials to 4Cs office as needed.
- Maintain and clean child care materials as needed and keep cabinets and storage areas organized.

QUALIFICATIONS

- Must have 12 early childhood education units preferred
- Must have at least three years child care experience preferred
- CPR/First Aid Certification required
- Ability to work independently and as part of a team
- Ability to work well with diverse populations
- Transportation required
- Must provide up-to-date immunizations record and valid TB test
- Physical agility to lift and carry up to 20 pounds and to bend, stoop, walk and reach overhead.
- Mental acuity to perform the essential functions of this position in an accurate and timely fashion; to make good judgments and decisions; and to evaluate the results of decisions and judgments.

To apply, please send resume and cover letter to:

4Cs of Alameda County
22351 City Center Drive
Hayward, CA 94541

Fax: 510 538-1736 or Email: resumes@4c-alameda.org

Community Child Care Coordinating Council of Alameda County is an Equal Opportunity Employer.