Casa Esperanza

Position Description

February 2025

**Child Care Coordinator- PTE**

**Mission Statement:** To provide homeless women and children in the Bakersfield area with innovative and holistic services in a sustainable model that supports their transition to permanent housing and stable employment.

**Program Guidelines:** The defining objective for Casa Esperanza is to honor the inherent dignity and personal worth of the home’s resident women and children. Recognizing that a positive self-image and sense of worth in dealing with diversity and adversity reflects the dignity of its participants.

The program at Casa Esperanza facilitates an awareness of the participants’ abilities. It helps them acquire the job readiness skills necessary for employment with a sustainable wage and accompanying benefits. The goal is to equip participants to be accountable for taking their place as contributing members of society, which significantly adds to their dignity and self-worth.

**Salary and Hours:** 3 to 4 days a week, 2 hours per day, subject to change as needed (6 to 8 hours a week). The hourly rate range is $20 to $22. This position is, not eligible for Benefits.

**Position Summary:** This is a part-time position reporting to the Executive Director. The Child Care Coordinator will assist in developing and providing an age-appropriate curriculum of quality enrichment and learning activities for improving the education of our children at Casa Esperanza Transitional Home. The childcare coordinator will communicate regularly with the Executive Director and Program Manager regarding the children’s individual progress, needs, and/or necessary program changes.

**Position Duties and Expectations:**

* Develop, plan, and implement a creative and enriching program to maximize children’s higher-level thinking, problem-solving, and reading skills.
* Coordinate with the Executive Director to develop, evaluate, and revise the enrichment program.
* Provide ongoing and regular communication with the Executive Director and Program Manager.
* Create a calendar of learning activities, and maintain an accurate and complete log for each child.
* Seek opportunities to improve skills, grow professionally, and attend all required meetings.
* Perform additional duties as directed by Executive Director or Program Manager.
* Maintain objectivity and strict confidentiality.

Minimum Qualifications: A high school diploma is required; An Associate of Arts degree or Bachelor’s degree is preferred; or an equivalent combination of training experience; a minimum of one year of experience working with children and adolescents of diverse backgrounds and ethnicities; experience in a community residential setting is preferred. Must have a valid California driver’s license and have a clean DMV record.

Required Skills and Abilities:

* Ability to establish a rapport with both children and mothers.
* Ability to use technology as both a productivity tool and as a method of communication; proficient in computer applications, including Microsoft office
* Knowledge of curriculum and instructional practices for children.
* Ability to function independently or with minimum supervision.
* Ability to use reasonable judgment and critical thinking skills in problem solving and decision-making.
* Ability to communicate expertly and with ease, both orally and in writing (in English), which is required for ongoing communication with residents, agency personnel, and community agencies.
* Ability to communicate in Spanish is preferred but not required.
* While performing duties to assist the Program Manager or residents and their children, this position requires:
	+ Ability to frequently stand, walk, sit, and ascend stairs.
	+ Ability to reach with hands and arms, to balance, stoop, or kneel.
	+ Ability to occasionally lift and/or move up to twenty-five pounds.
	+ Ability to see up close and at a distance, with peripheral acuity and depth perception.
* Reasonable accommodation to enable an individual with a disability to perform the job’s essential functions may be made upon request.