

After School Time Childcare Worker

Reports To: After School Time Coordinator

Salary/Wage: \$15 Starting Wage, DOE

Schedule: 2:15 to 6:15 pm, M-F, five shifts a week, part-time (17-20 hours/week)

About the Northeast Community Center

The NECC is an independent non-profit community center and treasured neighborhood anchor in NE Portland. Located in the former NE Family YMCA facility, the NECC is a thriving hub that offers recreation, aquatics, fitness, wellness, and enrichment programs and activities for all ages. Valued by staff and participants for its welcoming intergenerational environment, the NECC strives to strengthen the fabric of our community by providing opportunities to stay active, socially connected, and physically/mentally healthy.

At the NECC, we respect, value, and welcome diversity in our staff, participants, and in the community we serve. We strive to hire staff who share these values and are interested in learning how to best serve and support everyone in the community. We value the life experiences of BIPOC, LGBTQ2S+, and other persons identifying as community members that have been historically marginalized.

Job Overview

The After School Time program aims to provide a safe and supportive environment for all children to play after school – physically, socially, and emotionally. Our goal is to bring an equity lens to all parts of the program and ensure that we are adequately prepared to (and intentional about) providing inclusive care for children who are from low-income families, who are BIPOC, who are gender diverse, or expansive, and who may experience neuro-diversities.

The After School Time childcare worker will provide direct care to children enrolled in the program and communicate with parents. This program only operates on days that Portland Public School holds classes. There may be opportunities to extend the position into childcare in Winter Break Camps, No School Day Camps, Child Watch, and Summer Camps.

NECC's After School time program runs from 3 pm to 6 pm. Staff arrives early to set up and finishes between 6:00 and 6:15 depending on clean up. After School Time picks children up from Laurelhurst Elementary School at 3:15 and will be expanding to Beverly Cleary shortly. Occasionally, this position may require traveling to schools and escorting children to NECC, where the program occurs. Staff oversees kids' activities in NECC's gym, multipurpose room, and Childwatch toy room throughout the shift. Activities include art, soccer, dance, basketball, board games, and more!

Position Details and Requirements

The following is a non-exhaustive list of responsibilities:

- Provide direct care
 - Implement activities, practice effective conflict resolution and problem-solving skills and have age-appropriate conversations with participants about their community, including topics such as people who are unhoused, race, gender expression, etc.

- Must be able to effectively work with children, families, and colleagues of diverse backgrounds and lived experiences
- Responsible, ethical, and child-centered decision-making skills
- Comfortable working with others in a team environment
- Able to maintain confidentiality
- Patient and caring, especially towards children
- Activity Oversight: Ensure that activities are age-appropriate and inclusive. Ensure that all participants are receiving any pre-scheduled supplemental services and/or provided appropriate accommodations.
- Commitment to equity: Apply an equity and inclusion lens to reframe children’s behavioral and/or other issues as they occur, and communicate the importance of this approach to staff, parents, and children in audience-appropriate ways.
- Be familiar with and ensure compliance with Safety Practices and Protocols, including: COVID 19 protocols, including cleaning and sanitation, Child Protection Policy, Safe Streets practices.
- The person in this position needs to be able to: physically manage a group of children, ascend/descend a flight of stairs, safely guide a group of children from their school to the NECC, and move up to 30 pounds. Unfortunately, our building is not currently ADA accessible.
- Preferred, but not required:
 - Experience in a day-care, after-school, educational setting, or something similar
 - Experience working with neuro-diverse children or children who experience a disability
 - Bicultural or bilingual
 - Life experiences as Black, indigenous, or person of color (BIPOC), LGBTQ2S+, or any persons identifying as a member of a historically marginalized community
- If selected, candidates will need to submit a background check.
- Upon hire, onboarded employees will be required to obtain First Aid, Adult/Child/Infant CPR & AED Certification (if they do not already have one). The NECC will cover the price of enrolling in these certifications.

This job requires in-person interaction with children and other adults. All eligible staff is required to receive the COVID-19 vaccination. Staff and participants are currently required to wear masks and meet sanitation and health guidelines. Workplace requirements may change in response to Oregon Health Authority guidelines or NECC policies.

To Apply

Submit the following to jobs@necommunitycenter.org:

- Your resume or a description of your qualifications as it relates to the position
- A cover letter or email letting us know why you would be a good fit for this position

Timeline: Applications are accepted and scheduled for interviews on a rolling basis. We encourage you to submit your application as soon as possible to be considered for the position.