

# Child Watch Lead

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**Reports To:** Youth Programs Manager

**Starting Wage:** \$20/hour DOE

**Part Time:** 25 hrs/week, Non-Exempt.

- This position requires the following schedule: Must be available Monday through Friday 7:45 am to 12:45 pm with a start date of September 3<sup>rd</sup> 2024.

## 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 vibrant hub offering 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/emotionally healthy.

Guided by a strategic plan that prioritizes equity and community-responsive programming, the NECC is rebuilding after COVID with renewed focus on its role in providing inclusive, equitable, and relevant programming that supports individual wellness and creates a healthy and resilient community.

The NECC is committed to building a diverse and inclusive staff that represents the neighborhoods we serve. We value the life experiences of BIPOC, LGBTQIA2S+, and individuals and communities who face systemic oppression and have experienced barriers to participation. Throughout all levels of the organization, staff find meaning in their work and are connected to participants. The NECC and the individuals who work here value learning, adapting, and growing.

## Job Overview

We are seeking a dedicated and reliable Child Watch Lead to manage our Child Watch Program, providing a safe and nurturing environment for children aged 2-8. This program, which offers childcare services for youth while their families utilize the workout equipment, pool, or attend a workout class, is being restarted after a hiatus due to COVID-19. All parents must remain on the premises and can leave their children for a maximum of two hours. We are starting the program with a limited age range and may expand it to include care for infants in the future. The Child Watch Lead will work closely with the Youth Programs Manager to ensure the smooth operation of the program, maintain a clean and sanitized environment, and abide by our youth protection policy.

## Key Responsibilities

- Lead the daily operations of the Child Watch Program.
- Supervise and engage children aged 2-8 in age-appropriate activities.
- Ensure the safety and well-being of all children in the program.
- Implement and enforce the organization's youth protection policy.
- Maintain a clean and sanitized environment, following all health and safety protocols.
- Communicate effectively with parents and guardians, addressing any concerns or questions.
- Coordinate with the Youth Programs Manager for program planning and support.
- Maintain accurate records of attendance and incident reports.
- Assist in training and guidance of any additional child watch staff or volunteers.

## Position Requirements

- Ability to make it to shifts Monday through Friday from 7:45 am to 12:45 pm consistently.
- High school diploma or equivalent; additional education in early childhood development or a related field is a plus.
- 2 years proven experience in child care or a similar role, preferably in a supervisory position.
- Strong understanding of child development and age-appropriate activities.
- Exceptional reliability and punctuality.
- Excellent communication and interpersonal skills.
- Ability to maintain a safe and clean environment, including sanitizing toys and surfaces.
- Foster a positive, inclusive, and encouraging environment for all participants. Abide by our youth protection policy.
- Excellent verbal and written communication skills; ability to effectively communicate with children, parents, and volunteers.
- Able to maintain confidentiality.
- Experienced with office technology & software, including Word, Excel & Outlook (or Google equivalent), and comfortable and confident navigating new technology
- Demonstrate awareness of others' social identities (e.g., race, gender, disability status, religion, etc.) and understands their relevance in the workplace and NECC programs and activities
- This position requires you to: move throughout the building, ascend/descend stairs. Ability to lift and carry children as needed. Ability to stand, walk, and sit for extended periods. Ability to perform cleaning and sanitizing tasks. Unfortunately, our building is not currently ADA accessible.
- 100% of staff at the NECC has received the Covid-19 vaccine. The person hired for this position will be required to be fully vaccinated, or may request an approved accommodation.
- If selected, candidates will need to pass a background check and be CPR & First Aid Certified.
- Encouraged but not required:
  - Bilingual (Spanish preferred)
  - Life experience as Black, Indigenous, or Person of Color, LGBTQIA2S+, or any persons identifying as a member of a marginalized community

## Position Details

- Compensation & Benefits
  - Starting hourly wage – \$20/hour
  - Accrued sick time
  - Complementary NECC Membership for you and a member of your household
- Part-time position, non-exempt. Approximately 25 hours/week.

## To Apply – Submit the following to [jobs@necommunitycenter.org](mailto:jobs@necommunitycenter.org)

- Your resume or a full description of your qualifications as it relates to the position
- A statement/cover letter describing yourself and your interest in the position.

**Timeline:** Interested applicants are encouraged to apply by Wednesday August 14<sup>th</sup>. Interviews will begin shortly after the 14<sup>th</sup>, with a required start date of September 3<sup>rd</sup> 2024.