



COPPER SHORES

BRIDGES

Job Description

Part-Time Child Care Workers

POSITION SUMMARY

Coppers Shores Bridges is seeking caring and responsible Child Care Workers to provide safe, engaging, and age-appropriate care for children during weekly evening class sessions held in Houghton. This role is ideal for individuals who enjoy working with children and can commit to a consistent schedule throughout our Bridges out of Poverty classes. The classes are held Tuesday nights from 5:30 PM - 8:30 PM and take place Mid-August through Mid-December and Mid-January through Mid-June.

GENERAL RESPONSIBILITIES

- Supervise and ensure the safety of children in care at all times.
- Lead and participate in age-appropriate games, activities, and crafts.
- Provide a welcoming and inclusive environment for children of varying ages.
- Assist with meals, snacks, clean-up and maintaining a tidy play space.
- Communicate with parents/guardians in a professional and friendly manner.
- Follow all organizational policies and procedures to ensure a safe and positive environment.
- All other duties as assigned

QUALIFICATIONS

- High School Education or GED.
- Prior experience working with children (babysitting, camp counseling, day care, or similar).
- Ability to manage groups of children with patience and a positive attitude.
- Strong interpersonal and communication skills.
- Dependable and punctual, with a commitment to the scheduled Tuesday evenings.
- Must pass background check.
- Valid Driver's License
- First Aid/CPR certified or willingness to become certified.

DESIRED SKILLS AND OTHER ATTRIBUTES

- Have completed Early Childhood Education Classes.

TYPICAL WORK SCHEDULE

Tuesday Evenings from 5:30 PM to 8:30 PM (Mid-August – Mid December and Mid-January –Mid June).

POSITION CLASSIFICATION, WAGE SCALE, AND OTHER BENEFITS

Part-Time, non-exempt temporary position with an hourly rate of \$15.00 per hour.

APPLICATION PROCESS

Mail or e-mail cover letter and resume to:

Natasha Berg
Human Resource Director/Compliance
Copper Shores Community Health Foundation
400 Quincy Street
Hancock, Mi 49930
nberg@coppershores.org

AT WILL DISCLAIMER

It is the policy of Copper Shores that all employees who do not have a written contract with Copper Shores for a specific term of employment are employed at the will of Copper Shores for an indefinite period and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, such employees may terminate their employment at any time and for any reason.

ORGANIZATION MISSION, VISION, AND GUIDING PRINCIPLES

MISSION

- To positively influence a healthful community through enhanced philanthropy and collaboration

VISION

- To influence a shared vision (of a healthful community)
- To foster collaborations and partnerships
- To build community capacity to shape outcomes

OUR VALUES

- Integrity – We will be open, honest, and transparent in our administration and stewardship of the community assets entrusted to us.
- Commitment to the Community – We shall administer the Foundation in a way that is objective, responsible and focused on long-term sustainability and impact.
- Collaboration – We will work to bring perspective and experience together to fulfill our potential as we work as a broader group that represents the interests of the community we serve. This shall be done to ensure that we strive to identify, foster, and maintain partnership-relations as we work to improve the health of our community.

- Creative Solutions - We will work towards that which we aspire to be and will find creative, innovative, and sustainable solutions to the systemic challenges that face our community's overall condition of health.

SUCCESS FACTORS

- People - We will employ, engage, develop, and retain high-caliber employees and Board Directors.
- Processes - We will work to ensure our administrative processes provide effective administration of the Foundation.
- Financial Performance - We recognize that we must achieve financial goals and investment returns in order to effectively and perpetually reinvest in our community.
- Communication - We will be transparent and honest in our promotion of the Foundation and efforts to engage our donor community and cultivate overall public support.
- Community - We recognize and acknowledge the vitally important role our community partners, donors, and various stakeholders play in making this a more vibrant and healthful community and our success is found in their success and support.

EQUAL OPPORTUNITY EMPLOYER DISCLOSURE

The qualifications and specifications mentioned above are intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level or difficulty. The position will be filled based on qualifications regardless of Race, Color, Disability, Religion, Sex, Sexual Orientation, National Origin, Height, Weight, Age, Veteran, or Marital Status.