



### **Summer Childcare Care Position**

The ideal candidate is a compassionate person with experience in working with preschool children and their families. S/he will work with the children and other teachers in the room to implement the lessons provided by the school and to follow the daily routine given. The preferred candidate can communicate in both English and Spanish or is willing to use assistive devices to communicate in their non-native language. This position requires the ability to perform self-directed responsibilities and to follow protocols as required by the State of Tennessee and Su Casa Preschool Leadership. The childcare worker will need to move with the children and should be physically capable of being at the child's level. This includes but is not limited to floor sitting, engaging in active play, kneeling, crawling, rolling, skipping, jumping, dancing, lying on the floor, standing, lifting non-walkers, bending at the waist, squatting, hugging, holding in lap, and sitting in small chairs. The childcare worker will also need to be able to change diapers and assist in potty time as needed. Access to a smartphone to track attendance and use messaging systems is required. While we are hiring currently, summer camp will run from June 2 - August 1, 2025.

### **Schedule**

- Morning Shift:
  - Part Time Weekly- 22.5 hours
  - Monday through Friday, 7:30am - 12:00pm
- Afternoon Shift:
  - Part Time Weekly- 22.5 hours
  - Monday through Friday, 11:45am - 4:15pm
- \$13 - \$15/hour based on experience and qualifications

### **Requirements**

- 18 years or older
- Relevant working experience with children
- Infant/Child CPR certification or training
- Clean background check (paid for by Su Casa)
- Doctor's clearance to work with children
- Work permission in the U.S. required
- Completion of 4 online training courses prior to start date
- **In-person orientation, May 29, 2025 (location/time TBD)**



## **Program Overview**

As our mission states, we are continually looking for ways to build connections between Latino families and the broader Memphis community, strengthening ties between these groups and instilling a love of Memphis into our new neighbors' hearts. This year, Su Casa Preschool is launching a new way to grow those connections. Our working-class families need childcare during the summer months and we want to provide a stellar version for them. Su Casa's Summer Camp Experience will strive to not just provide childcare for families, but to grow children's love of Memphis, culture, and their foundational life skills. For eight weeks, children ages 0 - 5 will cover various themes designed to encourage new learning and excitement including sports, STEM, nature, food from farm to table, and celebrating our heritage countries.

### **Themes:**

- When I Grow Up - Carnival Week
- How Things Grow - Garden Week
- Celebrating Our World - Heritage Week
- Run, Jump, Play - Sports Week
- Splish-Splash - Water Week
- Yummy for my Tummy - Food Week
- Memphis Memphis Memphis! - Community Week
- Strong Bodies and Minds - STEM Week

### **Skills and/or Attributes**

- Ability to communicate in English and/or Spanish
- Physically able to handle the demands of young children including lifting children or objects, active play time, sitting on floor, etc.
- Professional demeanor:
  - Able to handle confidential information, communicate effectively, and respectfully
  - Able to keep records in an organized and efficient manner, including attendance.
  - Able to learn the school's communication system and other apps as necessary.
- Teachable demeanor:
  - Flexible, willing to learn new skills, problem solver, able to prioritize task, willing to admit error and ask for help



## **Overview of Responsibilities**

### **Classroom Management and Teaching**

- a. Provide a safe space for children to play during time in care.
- b. Monitor children at all times.
- c. Follow provided lesson plans to create a learning experience for the children.
- d. Play with and engage children during time in care.

### **Parent Communication**

- a. Welcome parents during drop off/pick up.
- b. Respond to parent questions and answers.

### **Policies and Procedures**

- a. Remain in contact with other staff members on duty and the directors.
- b. Report any concerns or problems, including child abuse, to the directors.
- c. Follow appropriate health and safety guidelines.
- d. Complete all required documentation and paperwork, including attendance, before the deadlines provided.

### **Su Casa Mission and Team**

- a. Maintain a professional work environment.
- b. Engage in a manner consistent with SCP values at all times.
- c. Support the mission and values of SCP, including the Statement of Faith.