

**Wanted: Mason's Nest Child Care Provider- After School program at Mason County Eastern Schools.**

**General Summary:**

The Mason's Nest- Extended Day Care Program Provider will provide childcare services and supervision for the educational and recreational activities offered through the Mason's Nest-Extended Day Care Program 3:00pm-5:30:pm (Monday-Friday during the school year. Follows the school calendar same days off as the school during breaks). This position reports to the Program Director (who meets state licensing requirements for Program Director), the District Child Care Coordinator and the building principal. The Extended Day Care Program Provider is responsible for the duties described below:

**Principal Duties and Responsibilities:**

- Provides childcare services in an after school setting.
- Assists District Child Care Program Director in maintaining State of Michigan LARA licensing regulations.
- Plans and implements age-appropriate activities for students ages 4-12 years old under direction of the Program Manager.
- Supervises extended day children.
- Develops positive relationships with children, parents, staff, administration, and community members through effective communication and promotional materials.
- Maintains confidentiality with regard to student and family records and information.
- Supervises the cleanup of the facility and playground during operational hours.
- Administers First Aid when needed and completes necessary district and DHS incident report forms.
- Actively supervises outdoor play activities to ensure student safety.
- Plans, implements and keeps record of fire and wind drills as required by licensing.
- Ensures staff files are compliant and up to date with State of Michigan LARA licensing requirements.
- Participates in staff development activities as offered and/or required.
- Attends meetings as requested.
- Responsible for collecting weekly payments and past due balances.
- Monitors and prepares budgets, attendance rosters, utilization reports, etc.
- Implements and enforces established safety standards.
- Other duties as assigned.

## **Knowledge, Skills and Abilities Required:**

### **Early Childhood Licensing Requirements (LARA): Must meet state licensing requirements for Caregiver**

- Must be at least 19 years old with a high school diploma or GED. With 6 semester hours of college credits and our 9 CEUs of professional Development in Early childhood..
- Must have current First Aid and infant, child, and adult CPR training.
- Must complete 16.0 clock hours of professional development training per calendar year (January 1 through December 31). Related school/coursework can be counted. First aid and CPR training can count for up to 2.0 of the PD hours.
- Ability to bend, twist, run, and lift up to 40 pounds while walking short distances.
- Demonstrated experience in early childhood classrooms or programs and/or previous childcare experience is a plus.
- Ability to communicate and work effectively with children, parents, colleagues, coworkers, and community members.
- Ability to maintain positive behavior management strategies for large groups of children.
- Ability to perform basic accounting procedures (balancing accounts, maintaining budgets, etc.).
- Ability to work outside in all types of weather.
- A Tuberculosis Test Report showing evidence that a staff member is free from communicable tuberculosis before employment.

**Contact Superintendent Paul Shoup or Alyssa Benfield GSRP Director/Teacher & Mason's Nest Coordinator: 231-757-3733, Ext. 3675**