Job Title: Child Watch Assistant  
Department: Community Services  
Reports To: Community Services Director  
FLSA Status: Non-Exempt  
Prepared Date: March 2019

Primary Purpose of the Job
The Child Watch Assistant is responsible for the supervision, and the delivery and instruction of developmentally appropriate activities for children ages 0-12 years old. Activities include large and small motor activities, crafts, stories, and manipulatives, as well as a snack. Child Watch Assistants serve as interactive hosts and organizers of activities and are expected to interact with the children. Facilitation includes providing engaging activities, role modeling supportive language, providing access to relevant additional resources, and making referrals to other Hively programs.

To be successful in this role, the Child Watch Assistant must have good communication skills, as they will be expected to engage with parents and children during the child watch services. Applicants must be creative, and have a strong interest in early literacy.

Essential Duties
• Collaborating and supporting the Training and Outreach Coordinator during Child Watch services
• Develop developmentally appropriate activities for children ages 0-12 years old.
• Welcome families when they arrive, along with managing the sign in/out process
• Participate in group activities and engage with children
• Set up and clean up materials needed for Child Watch
• Assist in promoting Hively events to parents/caregivers
• Other duties as assigned

Required Knowledge, Skills and Abilities
• AA in Early Childhood Education, Psychology, or related field
• Minimum 2 years of experience in ECE field
• Excellent verbal and written communication skills
• Must have flexible daytime and nighttime availability, and willing to work weekends
• Sensitivity to the cultural and socioeconomic characteristics of the population
• Ability to work independently and also as part of a team
• Ability to work weekends and evening hours
• Commitment to the mission of Hively
• Ability to work well with a diverse population
• Insured car and valid California drivers’ license

Preferred Knowledge, Skills and Abilities
• Bilingual in Spanish
• Experience developing and implementing programs for children
Physical Requirements

- Ability to stand for extended amounts of time
- Ability to walk, stand, climb stairs, kneel, sit on the floor, bend, reach, and manipulate objects; move materials up to 10 pounds on a regular basis; infrequently requiring moving materials weighing up to 20 pounds.
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
- Facility to speak in audible tones so that others may understand clearly in normal conversations and over the telephone
- Physical agility to push/pull, squat, twist and turn
- Mental acuity to perform the essential functions of this position in an accurate and timely fashion; to make good judgments and decisions; and to evaluate the results of decisions and judgments

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Hively adheres to the provisions of ADA regarding reasonable accommodation procedures.