



Child Care Provider Job Description

Position Title: Child Care Provider

Reports To: Director of Operations

Compensation & Time Commitment: Contracted position for childcare for events and meetings. Hourly rate of \$25.00/hr for 1-3 children, \$30.00/hr for 4-5 children, and \$35.00/hr for 5-6 children. Minimum of two hours pay for each event. Events that are longer than 4 hours require an amendment to the agreement.

Organizational Overview

NMCAN partners with young people to build community, promote equity, and lead change. We foster a culture of innovation and collectively organize to create new narratives, practices, and policies that support community-centered care for New Mexico's youth and families. NMCAN has an organizational commitment to address and eliminate racial and ethnic inequities in systems that impact families and young people.

Overall Job Description

The Child Care Provider is responsible for the safety and well-being of infants and/or children of those participating in NMCAN programming. Hours are requested on an as-needed basis only. This is not a regularly scheduled position and is best for a person with a flexible schedule. Candidates must be at least 18 years old, with a minimum of 2 years of child care experience. Essential duties are performed in the NMCAN office and in the community. Child and Infant CPR Certification preferred.

Major Responsibilities & Duties:

- Monitor and attend to the safety and needs of children in their care.
- Change the diapers of infants and toddlers, if needed.
- Communicate with NMCAN staff before the event to coordinate child care, and with parents about their child(ren) during an event.
- Enforce healthy boundaries with NMCAN participants (i.e. provide child care at NMCAN events).

Communication/Professionalism

- Strong interpersonal skills with the ability to communicate effectively with people from diverse racial, ethnic, socioeconomic, and gender backgrounds.
- Ability and willingness to work evening nights and weekends to accommodate young peoples' schedules.
- Willingness to be flexible with work hours.
- Ability to work well independently and as a member of a diverse team.
- The Child Care Provider must comply with all operational policies, especially those involving the safety of staff, volunteers, and young people.

Skills

- Able to plan and deliver activities that are stimulating and interesting to the children.
- Ability to build and sustain authentic relationships with racial, socio-economic, and gender diverse communities of young people
- Patience and a caring and compassionate attitude is a must.
- Stamina and an ability to chase after, lift, or carry children.
- Adaptability is a must.

Background Check

- This position is required to undergo a background check at the time the contract is signed. Findings do not categorically disqualify a candidate. Candidates will be subject to civil and criminal background checks to include: DMV records check, an Abuse & Neglect background check, and Sex Offender Registry check.

To apply, please email your resume to apply@nmcan.org. The review of applications will begin on May 20, 2022 and continue until the positions are filled. Interviews will occur in-person or remotely through Zoom.

NOTE: NMCAN's office will be closed for the month of July to allow our team to rest, rejuvenate, and reflect. We will commence interviews for the position when we return in August.