



## Contracted Bilingual Childcare Provider

Are you a compassionate and energetic individual who enjoys making a difference? If so, we would love to have you on our team of dedicated childcare providers who are passionate and provide extraordinary child-tending services.

EDCI is seeking to fill the position of **Bilingual Childcare Provider**. This position is a contracted position with a flexible work schedule. Some evening and weekends required.

East Durham Children's Initiative (EDCI) is committed to improving outcomes for children and families living in a 120-block area of East Durham referred to as the EDCI Zone. Our long-term vision is to have all youth in the EDCI Zone successfully graduate from high school, ready for college or a career. We work to achieve this vision by providing a continuum of high-quality services for children and families extending from birth through high school. EDCI coordinates with over 40 local organizations and community members who share our vision to provide needed resources and supports to East Durham children and families. The Childcare Providers supervise children while parents are engaging in our two-generational programming including English classes and Parent Cafes and workshops.

### Job Responsibilities

- Engage in educational activities with the children, including reading, crafts, drawing, coloring and singing. Assist children as they navigate challenges (such parent separation, required sharing, and new expectations).
- Keep the play area safe and free from hazards while monitoring children consistently throughout EDCI programming.
- Sanitize play equipment, games, and toys on a regular basis to keep them safe and attractive while minimizing the spread of germs.
- Assist children with their snacks, drinks, and meals, as needed.
- Occasional diaper changes and bathroom assistance.
- Keep a record for each child that includes information about his or her behaviors and activities. Discuss this information with each child's parents after programming ends.
- Discipline children as needed, focusing on using creative ways to encourage good behavior such as picking up after themselves, participating in the lesson plans and treating each other kindly.

## Job Skills & Qualifications

### Required:

- Must be 18 years of age or older
- High school diploma or equivalent
- Successfully complete background check
- Bi-lingual English/Spanish
- Consent to EDCI's Child Safeguarding Policy

### Preferred:

- Two years or more of previous childcare experience
- Training in first aid and CPR

**How to Apply:** Applications will be reviewed immediately. Applicants should send cover letter and resume by email to Nicky Charles, Chief Operating Officer, at [nicky.charles@edci.org](mailto:nicky.charles@edci.org). **No phone calls please.**