



# Baxter Community Center

## **JOB POSTING** **Infant/Toddler Program Child Care Teacher-Full-Time**

### **Nature of Work:**

This is a professional level position, in which a person will be responsible for planning and implementing a child development program for a class of seven children from 2 weeks through 2 ½ years in age. The teacher is also responsible for leading and evaluating the activities of volunteers and teachers' aides who work within the Child Development Center, as well as assisting in the recruitment and retaining of families who utilize the facilities. The teacher works under the general direction and supervision of the Child Development Center Director and in accordance with the philosophy and objectives of Baxter Community Center.

### **Areas of Accountability:**

1. To live out the mission, vision and core values of Baxter Community Center.
2. To plan and implement a day care program for a class of 7 children from the ages of 2 weeks through 2½ years in age.
3. To lead and evaluate the activities of teachers' aides and volunteers in the Child Development Center.
4. To assist in the recruitment and retaining of families who utilize the Child Development Center.

### **Desirable Qualifications and Expectations:**

- Bachelor degree in Early Childhood Education.
- Pre-employment physical and a physical every 2 years of employment.
- Tuberculosis test from within one year of hire and as requested.
- Criminal record statement.
- Police record clearance yearly.
- CPR training yearly.
- First Aid training every 3 years.
- Driving record checked yearly.
- Experience in working with infants and children.
- 15 hours of annual training annually-professional growth and development.
- Strong verbal communication skills.
- Cross-cultural experience.
- Honest, confidential, loyal and trustworthy.

### **Other:**

- This is a full-time position, Monday-Friday. Benefits include free childcare for employee's child(ren) if space is available. Also, insurance is available for employee once the employee meets standard employment timeframe.

### **To Apply:**

Submit cover letter and resume by May 3, 2010 by mail to: Child Care Director, Baxter Community Center, 935 Baxter Street SE, Grand Rapids, MI 49506; or by FAX to: (616) 456-8595; or by email to: [joanier@baxtercommunitycenter.org](mailto:joanier@baxtercommunitycenter.org). Please indicate on any communications the title of the position for which you are applying.