

CHILDCARE COORDINATOR

About Us: Building One Community – The Center for Immigrant Opportunity is a non-profit organization established in 2011 to provide a comprehensive resource center for immigrants in the Stamford, Connecticut area. Building One Community's mission is to advance the successful integration of immigrants and their families.

The **Childcare Coordinator** will provide safe, quality childcare to children of participants taking classes at B1C's Shippan Avenue location. This part-time position reports to Operations Manager Valeria Verdejo. The position requires a background check and Coordinators must take a one hour abuse prevention training course at B1C before starting child care services.

Primary Responsibilities include, but are not limited to:

- Safely supervise toilet trained children while parents are taking classes onsite
- Engage children with educational stories, games and activities; provide occasional parent engagement activities (plans & supplies provided by program team)
- Prepare and tidy childcare room before and after each session; organize supplies for each session
- Take attendance and report on educational activities
- Communicate with Facilities staff and Operations Manager about any childcare issues; coordinate activities with Family Services program team
- Assist with reception duties or other B1C program needs when no children are in attendance

Qualifications

- Fluent verbal and written skills in Spanish; proficient verbal and written skills in English
- Experience babysitting or in child care settings
- Authorization to work in the United States
- High school diploma or GED equivalent preferred
- Certification in First Aid/CPR preferred
- Basic computer skills preferred
- Strong interpersonal skills, including a welcoming, patient, and positive attitude
- Belief in B1C's mission

Work schedule

- Onsite at our 417 Shippan Avenue location
- Morning and late afternoon/early evening shifts available

To apply for this position, please e-mail a resume or job summary to jobs@b1c.org or contact Valeria Verdejo at 203-674-8585.

Building One Community is an Equal Opportunity Employer