



Mittleman

Jewish Community Center

Schnitzer Family Campus

6651 SW Capitol Highway, Portland, OR 97219

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Job Announcement

Job Title: Childcare & Club J Attendant

WAGE: \$12.50 per hour

OPERATING HOURS: Sunday 8:30-11:45 am, Monday - Friday 8:00-11:30 am, Mon - Thurs 5-7 pm, Sunday 8:30-11:45 am

JOB SUMMARY: The Attendant provides direct care and supervision to children, infant to five years of age, at our drop-in childcare center.

QUALIFICATIONS: Any combination of experience and training that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:

- American Red Cross certifications in First Aid and CPR/AED;
- Education sufficient to read, write and perform the duties of the position; and
- Responsible experience providing care and supervision to children.

Knowledge: Knowledge of childcare practices and techniques. Knowledge of MJCC emergency procedures.

Ability: Ability to communicate effectively with children at their individual developmental levels; ability to supervise and manage groups of varying sizes; ability to understand and follow oral and/or written policies, procedures, and instructions; ability to meet and deal courteously and effectively with other employees, parents, and the public; ability to remain calm and use good judgment during confrontational or high-pressure situations that may arise; ability to provide excellent customer service; ability to use good judgment and make decisions within scope of position; ability to be punctual and work a flexible schedule as needed..

PHYSICAL REQUIREMENTS OF THE POSITION: Work is performed in an environment that is quite noisy and busy, and may include exposure to biological conditions including body fluids, germs, and childhood illnesses. This position is not required to provide personal care (diaper changes), nor does it require handling of food. Physical requirements may include lifting children or heavy items (up to 50 pounds unassisted), bending, stooping, reaching, grasping, standing, and walking. Work requires vision and hearing within normal ranges.

TYPICAL EXAMPLES OF WORK (These examples represent the essential functions of the position. They are not, however, inclusive of all the duties the position may perform.):

Provide direct care and supervision of children to ensure a safe, secure environment. Monitor children's play and execute a variety of youth activities. Respond to behavioral issues as they arise and model appropriate problem solving behavior. Implement discipline and safety measures as necessary. Report issues and incidents to parents and supervisor.

Provide excellent customer service. Provide general information about MJCC programs and operations. Answer questions and address concerns within scope of authority. Keep Manager informed of daycare needs, questions, and issues. Enforce daycare center policies within scope of authority.

MISSION: The Mittleman Jewish Community Center is a vital institution for Jewish culture and identification, proud to offer its programs and services to everyone. For more than 80 years, the MJCC has offered educational, social, cultural and recreational programs.

TO APPLY: Apply online at our website: www.oregonjcc.org (select "About Us," then select "Employment"). Mittleman Jewish Community Center is an Equal Opportunity Employer. Applications may also be obtained at Mittleman Jewish Community Center, 6651 SW Capitol Hwy, Portland OR, 503.244.0111.