



ODC Network POSITION DESCRIPTION

TITLE: Childcare Teacher

REPORTS TO: VP of Early Childhood

STATUS: Full Time

START DATE: Immediately

Overview: The ODC Network (ODCN) runs a childcare program for their staff called *Hatchlings* which receives oversight from Little Hawks Discovery Preschool management. The ODCN is looking for a person with a genuine love for young children and a commitment to high quality care who is talented, enthusiastic, and motivated to be part of our team. Teachers at *Hatchlings* staff childcare must be willing to spend time outdoors in all weather with their students!

Position Description: The Childcare Teacher will be responsible for creating a safe and caring environment that is filled with meaningful experiences for young children. They must expect to spend time outdoors, in all weather, with their daycare children in their efforts to make a difference in the lives of young children and their families. Additionally, they must effectively and efficiently run the daily operation of the Infant/Toddler/Preschool childcare program. The Childcare Teacher is responsible for supporting the mission of the ODCN through the development and facilitation of caring for children's basic needs. Responsibilities focus on the supervision and monitoring the safety of children in their care while designing nature based experiences that include art, fine motor, gross motor, and early literacy skills that will aid in their development and desire for exploration.

Starting Pay: \$12-14/hr

Desired Skills:

- Ability to communicate with parents about their child's development and daily experiences
- Maintain a healthy, safe, and positive environment for childcare staff and children
- Strong decision making skills to respond to emergencies or difficult situations
- Create and manage learning environment and activities that promotes the development of young children
- Collaborate with parents, children and colleagues

Duties and Responsibilities:

- Supervise and monitor the safety and development of children
- Prepare meals and organize mealtimes and snacks for children
- Help children keep good hygiene
- Change the diapers of toddlers/infants and manage potty training needs

- Organize activities or implement a curriculum that allows children to learn about their world and explore nature
- Develop schedules and routines to ensure the children have ample time in nature to explore, uninterrupted time to play, daily reading experiences, and adequate rest periods
- Observe social, emotional, and cognitive skills of each child. Communicate with parents their child's ability and developmental goals
- Keep records of children's progress, routines, and interest
- Maintain care for children that is positive, consistent, and rich in language
- Participate in monthly childcare staff meeting
- All other duties as assigned by the Preschool Director

Education/Experience:

- Experience working with children and families
- Minimum of current CDA or Associates in Early Childhood or Child Related Field
- CPR and First Aid Certified, or be willing to obtain

Physical Demands:

This position requires the ability to work outside in various weather conditions. The employee is frequently required to walk, stand, and sit for extended periods of time. This employee will occasionally climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds.

Equipment Operated:

Must be proficient with Microsoft Office applications, Google Drive and the operation of general office equipment.

These job responsibilities represent only the essential and most significant duties of the position. This job description does not exclude other work assignments, directives and responsibilities not mentioned above.

ODC Network Diversity Policy Statement:

The ODC Network is an equal opportunity employer. To read our diversity statement, go to <https://outdoordiscovery.org/wp-content/uploads/2020/11/Diversity-Policy-Statement.docx.pdf>

Eligible Candidates should send their resume and up to three references to:

ODC Network, Rachel Hucul, 4214 56th Street, Holland, MI 49423 or email odc@outdoordiscovery.org