

## **CHILD ENRICHMENT STAFF- Substitute Job Description**

**Background:** Grail Family Services (GFS) fosters learning and the empowerment of vulnerable families with young children through the delivery of programs that educate, develop leadership skills, and build a sense of community. GFS operates in a community where more than 50% of the children in local schools are not reading at grade level. For more information, please see our website at [www.gfsfamilyservices.org](http://www.gfsfamilyservices.org).

**Position Summary:** As a Child Enrichment Program Substitute, you will be expected to supervise children and assist GFS staff with preparation and delivery of interactive and educational activities. The activities include, but are not limited to implementing literacy development curriculum (e.g. fluency, reading, writing, and discussions of weekly themes), and assisting or supervision of children when participating in art and science projects, sports, computer time, dance instruction, and fieldtrips. Substitutes are also expected to maintain the general organization and cleanliness of the classrooms and library. Substitutes will work on call from time-to-time on a day-to-day and as needed basis.

### **Responsibilities**

- Supervise children during on-site and off-site activities (fieldtrips)
- Assist in the preparation and delivery of literacy activities using assigned curriculum
- Ensure children's safety and report any accidents, injuries, or suspicions of abuse to GFS program staff
- Ensure that classrooms, library, computer lab, toys, or equipment are clean or put away after activity is completed by assigning children to a variety of clean-up tasks
- Follow GFS policy in regards to children's discipline, health, and hygiene
- Interact appropriately with children and parents
- Ensure parents and children are following program's procedures for arrival and departure of children from program's grounds

### **Job Requirements**

- Ability to engage children during literacy and recreational activities
- Ability to work well independently, while working well in group settings
- Comfortable with leading interactive and educational activities
- Experience working with families and children
- Patience, energy, and a sense of humor
- Strong reading and writing skills in both English and Spanish
- Basic level of proficiency in Microsoft Word and Excel
- Consistent and punctual attendance
- Tuberculosis Test (TB Test) and Background Check
- Provide at least two references
- Some background in early childhood education and child development and/or related experience
- Ability to work some evenings and weekends

### **Preferred Qualifications:**

- 6 or more credits in early childhood education or child development

**For more information, please contact Melissa Canela by phone at (408) 347-7892 ext. 314 or by e-mail at [mcanela@gfsfamilyservices.org](mailto:mcanela@gfsfamilyservices.org)**

### **To apply:**

- Please email resume to [mcanela@gfsfamilyservices.org](mailto:mcanela@gfsfamilyservices.org).