



Child Enrichment Staff

Organization	Maggie's Place
Title:	Child Enrichment Staff
Department:	Programs
Location:	Phoenix, AZ
Applications Accepted By:	Lucy Miller, Program Manager Email: lmiller@maggiesplace.org
Job Description	
<p>Job Purpose: The Child Enrichment Staff will support the Maggie's Place Program Department by developing and implementing child enrichment programming for current and alumnae children from high-risk families, to supplement childcare during adult classes, generally on weeknights and Saturday mornings. Child Enrichment Staff will take initiative in developing programs, planning for/preparing children's meals, and supervising volunteers/sitters. Overall they will be responsible for ensuring safe childcare and enrichment for Maggie's Place children, ages ranging from 0-13.</p> <p>Duties:</p> <ul style="list-style-type: none"> ● Provide child enrichment programming during weeknight and Saturday morning classes and events (generally: Tues/Thurs 4-8pm, occasional Wed 4-8pm, Sat 9am-1pm). ● Develop and implement programming for infants, toddlers, school age, and teenaged current and alumnae children. ● Supervise volunteers and sitters in implementing child enrichment programming. ● Follow all Maggie's Place policies and procedures including responding to emergencies appropriately. ● Ensure child care volunteers and sitters follow Maggie's Place Childcare Policies; update policies as needed. ● Maintain childcare spaces at Family Success Center. ● Complete other tasks as requested by the Program Manager. ● Position is 10-15 hours/week. <p>Skills/Qualifications:</p> <ul style="list-style-type: none"> ● At least 21 years old. ● Effective and appropriate communication through written and oral means and effective time management. ● Ability to work in a fast paced environment with moderate interruptions. ● Ability to work collaboratively in a team environment. ● Basic computer skills (Microsoft Word, Excel, email capability). ● Cultural sensitivity. ● Demonstrates initiative, adaptability, and emotional maturity. 	