

JOB DESCRIPTION

The Well Associate-Bilingual overall purpose of this job is to provide quality care and education for children in Church Health's Child Life Education and Movement Program, The Well. This includes guiding children in independent exploration and group activities. Also, included in the responsibilities of the Associate are leading group classes offered to children and youth, collaborating with the Supervisor and Specialist, and assisting in training interns and volunteers about policies and procedures in The Well program when needed

RESPONSIBILITIES

- Teach children (ages 6 weeks – 12 years) in individual exploration and group teaching activities in the Child Life Room, Infant Toddler Room, and Intergenerational Art Studio and other environments it includes teaching curriculum and keeping children safe at all times.
- Consult with Supervisors/Specialists regarding lesson plans, situations, and the needs of children we serve.
- Train, complete competencies, and serve as Leader on Duty when appropriate as well as being available to train & support new staff.
- Provide outlines of teaching, reviewing and revising work as necessary.
- Complete special projects and tasks assigned by Leadership.
- Communicate with children, family, Church Health staff, outside groups and agencies as needed, interns and volunteers with information about The Well program and Church Health.
- Compile information and creating new lesson plans when assigned based on the needs of our clients, program philosophy, developmentally appropriate practice, different methods of teaching, and current research to educate the children we serve.
- Assemble the lessons and materials and execute the lesson plans.
- May be given specialty programming as needed to match skill set and program needs.
- Design flyers, creating displays as well as everyday tasks such as disinfecting and tidying rooms.

QUALIFICATIONS

- High School Diploma is required. Some College is preferred in the following areas: Education, Public Health, Health Promotion, Population Health, Nutrition, Child Development, Family Studies or Religious Studies.
- At least two (2) years' experience working with children of a variety of ages is and being a prior Associate in The Well is preferred. On-the-job training will be given to improve current skills.

SPECIAL SKILLS & KNOWLEDGE

- Must be able to communicate effectively on the telephone, pay attention to details, have strong computer and data entry skills.
- Knowledgeable about children's development, understanding the stages, and appropriate activities to offer.
- Strong desire to work with children of all ages, backgrounds, races, religions, and abilities.
- Spanish speaking a **MUST**, prior experience working with children, child centered, team focused, ministry minded
- Experience and training with children in health education, nutrition education, and cooking