



**Community Presbyterian Church
Thomas B. Hargrave Day Care Center
Board of Directors
801 Tazewell Street
Portsmouth, VA 23701
Rev. Dr. Wilbur C. Douglass, III, Pastor
Church: (757) 485-9077/ Fax: (757) 485-3842
Email: office@cpcportsmouth.org**

VACANCY ANNOUNCEMENT

Position: Child Care Provider Assistant/Attendant
Location: Thomas B. Hargrave Day Care Center
801 Tazewell Street, Portsmouth VA
Application Timeline: Open, January 8, 2022, until filled
Salary: Based on education and experience
Employment: 12 months, part time or full time

GENERAL DEFINITION AND CONDITION OF WORK:

The employee is responsible for supervising children in the before and after school care program and assisting teachers and /or childcare providers during center operational hours. Must be at least (18) years of age and meet the requirements of the licensing agency. Work and additional duties assigned are performed under general supervision of the Thomas B. Hargrave Daycare Center Director/Teacher.

KNOWLEDGE, SKILLS AND ABILITIES:

Must have a warm and friendly personality, be sensitive to the feelings and needs of others, and be able to relate well to children; articulates the value of education and ensures that students complete their homework assignments; excellent patience, empathy and stamina in keeping up with the demands of children and working with them; exemplary skills in maintaining a conducive, safe and healthy environment for learning; excellent interpersonal skills in maintaining positive relationships with staff and parents.

EDUCATION AND EXPERIENCE:

1. High School Diploma or GED Equivalent
2. Experience in working with children in a school or childcare center

APPLICATION PROCEDURE:

Please submit a resume and letter of interest to office@cpcportsmouth.org

Thomas B. Hargrave Day Care Center is an Equal Opportunity Employer.