



CHILD CARE COORDINATOR

About Us: Building One Community – The Center for Immigrant Opportunity is a non-profit organization established in 2011 to provide a comprehensive resource center for immigrants in the Stamford, Connecticut area. Building One Community's mission is to advance the successful integration of immigrants and their families.

The **Child Care Coordinator** will provide safe, quality child care to children of participants taking classes at B1C. This part-time position reports to Office Manager Lupita Figueroa. The schedule might expand to additional hours over time. The position requires a background check and the Coordinator must take a one hour abuse prevention training course at B1C before starting child care services.

Primary responsibilities include but are not limited to:

- Safely supervise children while parents are taking classes onsite
- Prepare and tidy children's room before and after each session
- Organize supplies and snacks for each session
- Take attendance
- Communicate with Facilities Coordinator and/or Office Manager about program needs
- When no children are in attendance, assist Facilities Coordinator with light cleaning or basic assistance at the Front Desk

Qualifications

- Fluent verbal and written skills in Spanish; proficient verbal and written skills in English
- Experience in child care settings
- Authorization to work in the United States
- High school diploma or GED equivalent preferred
- Certification in CPR/first aid preferred; B1C will pay for training if needed
- Basic computer skills preferred
- Strong interpersonal skills, including a welcoming, patient, and positive attitude
- Belief in B1C's mission

Weekly Schedule

Onsite at our Selleck Street Education Center. Original schedule: 5 hours per week on Mondays and Wednesdays from 11:00 am to 1:30 pm

To apply for this position, please e-mail a resume or job summary to jobs@b1c.org or contact Lupita Figueroa at 203-674-8585 ext. 117

Building One Community is an Equal Opportunity Employer