Family Literacy Infant/Toddler Room Instructor – Contractor/Part Time

Position Summary: Keystone offers a course that combines English instruction for adults, with Kindergarten readiness skills for their preschoolers or developmental learning and English language exposure for the very young (0-2), and Interactive learning activities for parents/guardians together with their children. The Infant/Toddler Room Instructor in this program will care for small children (0 to age 2), with the assistance of volunteers, while their parents are in class. The instructor will plan age appropriate activities for small children to build developmental skills and English language exposure. Class will run from October 2019 through May 2020.

Reports to: Director of Education
Hours: Mondays and Wednesdays, 9:15 to 12:45 p.m. (6 hours of instruction and 3 hours of prep)
Rate: $18.00

Responsibilities:
- Work with adult education instructors and preschool instructor on themed lessons
- Plan and implement learning activities with small children
- Work with and guide volunteers
- Lift and transport toys and learning aids in and out of a storage closet

Qualifications:
- Daycare experience desirable
- Must have up to date FBI and child abuse clearances
- Must be a problem solver, able to gather information and make recommendations to resolve issues
- Commitment to excellence and creativity on behalf of family self-sufficiency
- Professional, friendly demeanor
- Self-motivated, detail oriented, and highly-organized
- Team approach to work
- Heart for dealing with immigrant community
- Commitment to the mission of Keystone Opportunity Center

Work Environment
- Comply with agency and programmatic training requirements
- Lifting, bending, stooping, sitting and standing

Ability To:
- maintain the strictest confidentiality standards regarding client and organizational information
- work cooperatively with people of all ages, ethnic backgrounds, socioeconomic levels
- meet deadlines, prioritize, model excellent time management skills
- remain calm and focused in stressful situations
- learn new program details and concepts quickly
- communicate clearly and effectively in writing and orally
- work collaboratively in a complex organization structure
- meet attendance requirements

TO APPLY, email your cover letter and resume to SClauer@KeystoneOpp.org

Interviews will be scheduled on a rolling basis and the job is open until filled, so please apply early!