



# SAN RAFAEL

THE CITY WITH A MISSION

## **Child Care Aide** **Part-Time/No Benefits Available** **\$16.00 - \$24.82 per hour** (Dependent on experience/qualifications)

**APPLICATION DEADLINE:** Applications reviewed on a weekly basis

**THE CITY** is focused on enhancing our community members' quality of life through well-designed services and a positive workplace culture. San Rafael is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, engaged neighborhoods, active lifestyle, and natural environment. San Rafael (population 62,000) is a full-service city with a city council/city manager form of government with 12 departments, more than 400 employees, and an annual budget of \$172 million. The City's vision is to be a vibrant economic and cultural center reflective of its diversity. The City Council is engaged and seeks to strengthen the urban and commercial areas as well as sustain the beautiful natural environment.

San Rafael's Organizational culture framework is an initiative called ["Together San Rafael."](#) City employees are our greatest asset, and we seek talented individuals with diverse backgrounds who are creative, curious, and excited about a challenge. We are a results-driven team focused on the needs of community members. The [Together San Rafael initiative is focused](#) on modernizing City services and increasing the engagement of employees. This initiative recognizes the interconnectedness of the customer and employee experience.

### **THE POSITION:**

The City of San Rafael, Child Care Division is accepting applications for Child Care Aide to work in our School-Age Program. We are looking for people who are available Monday thru Friday from 2:00 – 6:00 pm. This is a great part-time position for someone who attends school in the morning. **No weekend work required!**

### ***This position performs the following essential job duties (including but not limited to):***

- Assist Director and Instructors in planning and implementing activities.
- Assist in the supervision of children at the child care center or on outings/trips.
- Assist in the cleaning and maintenance of equipment and materials.
- Assist in the preparation and cleanup of snacks.
- Other related duties as assigned.

### ***To be eligible for this position you must have knowledge of:***

- Child guidance methods.
- Developmentally-appropriate practices and curriculum.

**To be eligible for this position you must possess the ability to:**

- Accept direction from supervisor.
- Establish and maintain effective relationships.
- Work as scheduled.

**EDUCATION and/or EXPERIENCE:**

- Some experience with school age children, preferably 6 months.

**SPECIAL REQUIREMENTS:**

- Department of Justice and FBI fingerprint clearance
- Prefer possession of a valid California Driver's License
- Must have a current TB test clearance

**PHYSICAL DEMANDS:**

Must be able to perform physical activities such as but not limited to lifting or carrying children or heavy items (up to 40 lbs.) unassisted, reaching, bending, standing, or walking. The employee is occasionally required to sit, climb or balance, twist, stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**APPLICATION AND SELECTION PROCESS:**

**City of San Rafael application is required.** A City of San Rafael application is required. Resumes do not substitute for the City of San Rafael application. Candidates should detail related education and experience on the application since this information will be used to determine who will be invited to participate in the next phase of the examination process. The examination process may include the following: application appraisal and oral board interview examination. The passing point for the oral board examination final score will be 70%. Prior to appointment, the candidate must pass a background check, and fingerprinting. To file an application, go online to [www.calopps.org](http://www.calopps.org). Select "Member Agencies". Select "San Rafael". Follow this link to apply for this position: <https://www.calopps.org/san-rafael/job-20529928>.

**Reasonable Accommodation:** The City of San Rafael will make reasonable accommodations in the interview process to accommodate disabled applicants. If you have a disability for which you require accommodation, please contact us at (415) 485-3474 before the test date.

**Please call 415-485-3386 for more information**