

**JOB DESCRIPTION**  
**Vita Family Literacy Childcare Worker**  
**2019 summer session**  
**at Mill Creek Elementary School**  
6501 Mill Creek Road, Levittown PA 19057

**Position Title:** Childcare Worker  
**Reports to:** Family Literacy Instructors  
**Hours:** 8:30AM – 12:30PM  
**Weekdays:** Tuesday to Friday, July 2 to August 16  
**Salary:** \$13.00 per hour (16 hours per week)

**Summary of job:**

The Childcare Worker will be responsible for taking care of the children of parents in the Family Literacy program. The ages of children will vary. The Childcare worker will assist teachers in planning indoor and outdoor activities. Supportive help is provided for the Childcare Worker while working with children.

**Responsibilities:**

- ◆ Supervise the safety of the children
- ◆ Plan and implement children's activities
- ◆ Follow the schedule for the children
- ◆ Keep classroom neat and orderly
- ◆ Other related tasks as assigned

**Qualifications:**

- ◆ High School Diploma
- ◆ Adult—over the age of 21
- ◆ Experience working with children
- ◆ Patience and flexibility
- ◆ Clearances:
  - Child abuse clearance
  - PA Criminal record check
  - Federal Criminal History Record Information (CHRI)

**Application Process:**

To be considered for this position, please submit the following information to [kwegelius@vitaeducation.org](mailto:kwegelius@vitaeducation.org). Qualified individuals will be interviewed after application materials are reviewed.

- Cover letter
- Resume
- Two references