



Position:	Caterpillars Summer Care Provider (This is a temporary, 9-week position)
Hours:	Part-time, up to 30 hours per week, Days and Hours vary
Compensation:	\$10.00-\$15.00 per hour
Supervision:	This position reports to the Caterpillars Director

Job Summary:

A crucial and integral component of YWCA Helena's work includes the Caterpillars Center. Caterpillars was established to offer respite childcare for women working on their recovery and self-sufficiency. Caterpillars now serves as the parenting support for women in recovery, provides supervised parenting time for non-custodial parents, facilitates safe exchanges, and provides parenting coaching and classes as well as children's mental health services. During the summer months, Caterpillars provides a 9-week program for the children we serve beginning June 13th and ending August 12th.

This position is responsible for providing individualized and group care to children aged 6 to 12 years attending the Caterpillars Summer Care Program. The position will be responsible for the daily care of children of varying ages as well as overseeing and directing daily scheduled activities such as STEAM activities, community outings and art projects under the supervision of the Caterpillars Director and program team. During the 9-week summer program, hours will be scheduled between 9:30 a.m. and 3:30 p.m., Monday-Friday. However, for the right candidate, this could turn into a regular, full-time position.

Minimum of one year experience caring for children or working at any other child centered facility required; High school education or equivalent preferred, but not required; Completion of a certified babysitting course preferred, but not required. Must be current on all required immunizations and pass a criminal background check. *~Must be at least 16 years of age in order to apply.~*

Caregiver Services:

- Ensure a safe, happy, and stimulating environment for children.
- Help children discover new interests by introducing them to art, music, sports, and other potential hobbies.
- Provide daily care for children, such as setting schedules and routines, and cleaning rooms and toys.
- Maintain a safe workplace by monitoring children for health, behavioral, and emotional issues and reporting concerns to the Caterpillars Director and parents.
- Maintain records and complete required documentation and reporting, keeping a detailed record of cases, referrals, and contacts.
- Respect and maintain confidentiality and adhere to strict boundaries and professional ethics.
- Works as a partner in a multidisciplinary program/therapeutic team.
- Adhere to YWCA Helena ethics and values.
- Other Duties as assigned.

Job Qualifications:

A belief in the mission of YWCA Helena and positive attitude toward YWCA Clients will be the most important key to success. Attitudes, unlike skill sets, generally can't be taught. Must believe in the shared humanity of all people, go the extra mile for someone in need, be willing to give someone the benefit of the doubt, treat each person as an individual and foster a return to independence, not greater dependence.

In addition to the above characteristics, an ideal candidate will possess the following qualifications:

- Ability to identify problems and show initiative to develop and implement solutions.
- Ability to lift at least 50 pounds.
- Ability to work both independently with minimal supervision as well as cooperatively and part of the YWCA team.
- Ability to organize and prioritize workload.
- A commitment to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all.

A background check is required for all staff at YWCA Helena.

Please submit attached application form to jessie@ywcahelena.org. This position is open until filled. To be considered for the first round of interviews, please submit your application by 5:00 p.m. Thursday, May 26, 2022.

YWCA Helena Mission

YWCA Helena is committed to preventing homelessness, providing safe and supportive housing for women and children experiencing homelessness, and providing services that restore hope, self-sufficiency, and happy, healthy lives. Together with YWCA USA and YWCAs across the country, we are dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all.