

CANOPY CENTER

CHILDCARE SPECIALIST



Program/Administration	Oasis		
Location	2445 Darwin Road, Ste. 15, Madison, WI		
Volunteer Title	Childcare Specialist		
Reports to	Nicole Wells	Title	Oasis Administrative Director

Type of Position <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Limited-term Employee <input type="checkbox"/> Intern <input checked="" type="checkbox"/> Volunteer	Time Commitment One regular 3-hour shift per week, scheduled according to availability and program needs. Minimum 4-month commitment.
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AGENCY VISION AND MISSION

Our vision is to give every person an opportunity to have a voice in identifying and addressing their needs; and to provide social connections, to fully develop their sense of self and community.
 Our mission is to help strengthen families and support children, teens, and adults impacted by trauma and adversity.

POSITION SUMMARY

Childcare Specialists provide a warm, welcoming presence to make clients feel comfortable when they enter our office. They take care of maintaining a clean and sanitary childcare space, and provide supervision for young children while they're at Canopy Center for a family visit or while their parents/caregivers attend treatment, support groups, or training. They create a safe, fun environment for children (infants through 12-years-old) and offer the positive role modeling and extra one-on-one attention that allows children to thrive.

QUALIFICATIONS

- Must be at least 18 years old with a high school diploma or G.E.D.
- Complete a volunteer application, clear a background check, and attend a volunteer interview.
- Go through a brief training for the position.
- Ability to work with a diverse population.
- Ability to maintain confidentiality and objectivity.
- Access to reliable transportation.
- Warm, friendly demeanor and positive attitude.

Preferred Knowledge and Skills

- Basic understanding of education and child development.
- Experience working with children and in high stress situations, including screaming and crying children.
- Bilingual volunteers are strongly encouraged to apply.

DUTIES

- Watch and interact with all children who come for childcare during Oasis appointments.
- Attend to needs of all children (infant through 12-years-old, some may have special/high needs).
- Attend to concerns and requests of parents as needed.
- Wipe down toys in childcare space and from therapy rooms with sanitizing cleaning supplies.
- Maintain childcare supplies, including stocking supplies and ensuring toys and supplies are stored neatly.
- Cover for front desk/reception as needed.

TIME COMMITMENT

- Minimum 4 month commitment.
- A minimum of 1 weekly (3-hour) recurring shift.

POSITION BENEFITS

- Gain skills and experience caring for children, some with special needs.
- Opportunity to serve families and parents who depend on our agency for support.
- Learn about the non-profit and human services field.

TO APPLY

- Visit our website: www.canopycenter.org
- Or Contact: volunteercoordinator@canopycenter.org