



The Lighthouse Foundation
116 Browns Hill Road, Suite 400
Valencia, PA 16059
724-586-5554
admin@thelighthousepa.org

LIGHTHOUSE LITTLES CHILDCARE AIDE

POSITION SUMMARY:

The Lighthouse Littles (LL) Childcare Aide will assist with providing a safe, nurturing, and positive environment for children participating in programs and activities of the organization. The Childcare Aide supports the LL Coordinator by supervising children, assisting with age-appropriate activities, maintaining a clean and safe environment, and responding appropriately to the individual needs of each child.

The LL Childcare Aide is expected to interact with children in a caring, respectful, and patient manner while following all organizational policies and procedures related to child safety, supervision, confidentiality, and appropriate conduct.

Note: This position is located in the city of Butler (Southside)

KEY RESPONSIBILITIES:

Child Supervision and Care:

- Assist with the supervision and care of children while parents or guardians participate in organizational goal-related programs or activities.
- Provide attentive care and assist children with basic needs.
- Monitor children for signs of illness, injury, distress, or unusual behavior and report concerns to the LL Coordinator.
- Provide comfort and reassurance to children when needed.
- Help children develop positive social interactions and appropriate behavior.

Activities and Engagement:

- Assist with age-appropriate games, crafts, reading, educational activities, and other planned activities.
- Encourage children to participate in activities while respecting individual abilities and interests.
- Help maintain an organized and welcoming childcare environment.
- Assist with transitions between activities, meals/snacks, outdoor play, and other scheduled activities.

Safety and Security

- Follow all organizational policies and procedures related to child safety and supervision.
- Maintain awareness of children's whereabouts and activities.
- Follow procedures for child check-in and check-out and release children only to authorized individuals.
- Immediately report accidents, injuries, suspected abuse or neglect, safety concerns, or other incidents according to organizational procedures.
- Maintain appropriate boundaries and professional conduct with children and families.
- Follow emergency procedures, including fire, severe weather, evacuation, and other emergency procedures.
- Maintain a clean and hazard-free childcare area.

Cleaning and Organization:

- Assist with cleaning and sanitizing toys, equipment, tables, and other childcare areas.
- Return toys, supplies, and equipment to their appropriate locations.
- Notify the Coordinator when supplies or equipment need to be replaced or replenished.
- Assist with maintaining an orderly and welcoming childcare environment.

Communication and Teamwork

- Communicate respectfully and professionally with children, parents/guardians, volunteers, and staff.
- Share relevant information about children's needs, behavior, injuries, or concerns with the coordinator.
- Work cooperatively with the coordinator, TLF staff and volunteers.
- Maintain confidentiality regarding children and families served by the organization.

QUALIFICATIONS:**Required:**

- High school diploma or equivalent preferred.
- Previous experience working with children preferred.
- Ability to interact with children in a caring, patient, and respectful manner.
- Ability to follow directions, policies, and safety procedures.
- Ability to communicate effectively with children and adults.
- Ability to work cooperatively as part of a team.
- Dependable and punctual.

Preferred

- Experience in childcare, early childhood education, education, social services, youth ministry, or a related field.
- Experience working with children of varying ages and developmental abilities.

Required Clearances and Trainings:

The employee must meet all applicable federal, state, and organizational requirements for individuals working with children, including required background checks and child-abuse clearances.

Required clearances and training must be maintained as a condition of employment, consistent with applicable law and organizational policy.

- PA Criminal Background Check
- PA Child Abuse Clearance
- Mandated Reporter training and certification
- CPR / First Aid / AED training and certification

PHYSICAL REQUIREMENTS:**The position may require:**

- Standing and walking for extended periods.
- Sitting, kneeling, bending, and reaching.
- Lifting or carrying children or childcare supplies when appropriate and permitted.
- Ability to respond quickly to the needs of children.
- Ability to maintain active supervision of children in a variety of settings.

Reasonable accommodation may be provided for qualified individuals with disabilities.

Work Environment

The Childcare Aide may work in indoor and outdoor childcare environments and may be exposed to normal conditions associated with working with children, including noise, active movement, and occasional exposure to illness.

Confidentiality

The Childcare Aide will maintain the confidentiality of information concerning children, families, employees, volunteers, and organizational activities. Information about children and families should only be shared with authorized individuals and in accordance with organizational policies.

Other Duties

This job description is intended to describe the general nature and level of work performed by an employee in this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Other duties may be assigned as needed.

Position: Childcare Aide
Department: Transitional Housing
Reports To: Director of Housing
Status: Part-Time

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have received and reviewed this job description and understand the responsibilities and expectations of the Childcare Aide position.

Employee Name: _____

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

*The Lighthouse Foundation is a Christian outreach organization
serving individuals and families in northern Allegheny and Butler County.*

*The mission of The Lighthouse Foundation is encouraging others to find hope in Christ
by meeting their immediate needs and empowering them toward self-sufficiency.*