



Childcare Coordinator \$29.46 per hour *Temporary, non-benefitted hourly position*

The City & Borough of Juneau is recruiting for a Childcare Coordinator to assist in the creation of a program to assist in the care of K-5 elementary school age children while the Juneau School District is operating under the COVID-19 restrictions. If you are interested in helping the CBJ find solutions to assist our families and employers during this challenging time please consider applying today!

What you will be doing:

The incumbent will work closely with the Juneau School District, employers, families and other community partners to help develop learning and care options for Juneau's children and to provide assistance to families and employers who rely on normal school operations to work.

This position will help identify community need and resources, develop programs to support identified solutions, and monitor the effectiveness of implemented solutions as community need and school district programs evolve in response to the local COVID emergency.

We are looking for an individual with the following knowledge, skills and abilities:

- Excellent communicator verbally and in writing
- Demonstrated ability to work collaboratively with a wide range of people
- Good problem solving and conflict resolution skills
- Demonstrated skill in data collection and analysis

Additional desired skills, not required:

- Experience working with children and families is a plus
- Experience working with Community Partners, Volunteer Organizations and Businesses
- General understanding of educational challenges created by distance learning and COVID-19 pandemic

When you will be working:

Monday through Friday. We are open to considering scheduling options up to 37.5 hours a week. The position is funded through December 31, 2020 but may be extended through the school year depending on funding and need.

Where you will be working:

This position will working through the Zac Gordon Youth Center and have a physical office located downtown. There may be some flexibility around work location options.

*This position is a temporary, non-benefitted, hourly position.

MINIMUM QUALIFICATIONS for CHILDCARE COORDINATOR

Experience/Education: A bachelor's degree in social sciences or related field, or any combination of professional level experience or post-secondary education equivalent to (4) years.

Note: Applicant must provide documentation to support how their prior experience and/or post-secondary education meet the knowledge, skills, and experience as outlined in the minimum qualifications and the job announcement. Applicants may not be considered if their application does not provide supporting documentation (ie. transcripts,) or does not provide enough detail.

Applicants using post-secondary education may qualify on the basis of 3 semester or 4 quarter school credits equating to one (1) month of experience.

SPECIAL NOTE:

This is an hourly temporary emergency position created to for the sole purpose of responding to the COVID-19 Public Health emergency. In accordance with City & Borough of Juneau Personnel Rule 5 PR 010. "Emergency Appointment" of these type of positions do not qualify for health or life insurance, leave or holiday pay. An emergency appointment may not exceed the duration of the emergency.

CLOSING DATE

This position will be open until filled. Applications will be reviewed beginning September 11th, 2020.

QUESTIONS:

If you have any questions about this position please contact Jordan Nigro at 586-0456 for further information.

IMPORTANT NOTE TO APPLICANTS Applicants should carefully fill out the application and ensure information provided is neat and legible. Applications should clearly highlight relevant knowledge, skills, abilities and job experience that demonstrates minimum qualifications and desirable traits required to perform the duties. Applications that are incomplete or illegible may be removed from consideration.

WHERE TO APPLY

The CBJ continues to make every effort to maintain social distancing while continuing to provide services and information to Juneau. Please consider emailing your completed application to assist us in these efforts.

Email applications to:
Employment@juneau.org

Mail completed application to:

City and Borough of Juneau
Human Resources & Risk Mgmt. Department
155 South Seward St.
Juneau, Alaska 99801
www.juneau.org/human_resources

OR Visit:

<http://www.juneau.org/personnel/jobs.php>
for instructions on how to submit an application
via email

Drop off completed application to:

City and Borough of Juneau
Human Resources Risk Mgmt. Department
107 Municipal Way, Suite 101
Juneau, Alaska 99801

OR Fax completed application to:

(907) 586-5392

THE CITY AND BOROUGH OF JUNEAU IS AN EQUAL OPPORTUNITY EMPLOYER