

*New Traditions*  
Childcare Volunteer

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Serves as a teacher and parent educator for patients and their children. Plan and carry out developmentally appropriate activities to meet the appropriate age-level, individual and group needs of children. Understands the rationale for, and can provide, strengths based, self-esteem oriented programming for the children of New Family Tradition's patients.

- Ensure the childcare program adheres to guidelines within the current King County Childcare Contract as well as New Tradition's policies.
- Supervise children in the children's program using positive, nonviolent management techniques and ensure that all children are attended by a staff member at all times.
- Provide for the safety and personal comfort of children in care.
- Assist parents in obtaining child-related resources and permanent childcare options.
- Maintain facility and equipment with regards to cleanliness and safety.
- Is able to work and participate in multi-disciplinary team environment.
- Report any illness or unusual behavior of children to the child's parent and childcare coordinator program manager as needed.
- Report all concerns for child's progress, health, and safety to supervisor immediately.
- Model appropriate communication skill, problem solving skills and positive child behavior management techniques with patients.
- Daily communication with parents about child's day
- Assure parents are documenting child's arrival and departure times in childcare.
- Ensure behavior management and discipline practices are fair, reasonable, consistent and related to the child's behavior.
- Ensure that curriculum contains a range of learning experiences of child to:
  - Gain self-esteem, self-awareness, self-control, and decision making abilities
  - Develop socially, emotionally, intellectually and physically
  - Experiment create and explore
  - Offer child-initiated and staff-initiated activities
  - Free play and organized events
  - Individual and group activities
  - Quiet and active experiences
  - Small and large muscle activities

Healthcare

- Always use protective gloves when changing diapers.
- Ensure that the diapering area is sanitized after each diapering/changing event or when suspecting child has a communicable disease.
- Wash or assist children in washing hands before they eat, or participate in food activities or after toileting.
- Wash hands after toileting and diapering children or after attending an ill child or before serving or preparing food.

**EDUCATION, EXPERIENCE AND TRAINING REQUIREMENTS:**

Enrolled in an early childhood education or child development program. Possess the understanding ability and physical/emotional stamina to meet with needs of at-risk infants/young children with special needs. Able to develop, implement, and provide developmentally appropriate childcare services, including parent education and support. Must be able to demonstrate no history of alcohol or drug misuse for five years prior to hire and no misuse while actively volunteering.

**CONTACT:**

(206) 762-7207

[development@new-traditions.org](mailto:development@new-traditions.org)

**LOCATION:**

9045 16<sup>th</sup> Ave SW  
Seattle, WA 98106

**VOLUNTEER HOURS AVAILABLE:**

M-F 9am-3pm