



**The Children & Family Resource Center is looking for a part-time Child Care Associate.**

- Position:** Child Care Associate - Incredible Years, Circle of Parents, and Parents Matter! Programs
- Status:** Part-Time (not to exceed 10 hours per week)
- Role:** Provide safe, interactive and loving care for children, through age 12, of parents participating in the Incredible Years, Circle of Parents, and/or Parents Matter! Programs, working closely with 2-3 other Child Care Associates.

**Principal Responsibilities:**

This position will include some combination of the following:

- Provide care for children of parents attending Incredible Years group sessions which meet Tuesdays/Thursdays from 5:45-8:15pm (2.5 hours/night), 14 weeks per session, held twice a year (fall and spring).
- Provide care for children of parents attending weekly Circle of Parents support group held Wednesday evenings from 5:45 - 7:45pm (2 hours/night). Circle of Parents meets 40 out of 52 weeks each year.
- Provide care for children (mostly 9-12 years old) of parents/guardians attending 5-week Parents Matter series on Mondays or Wednesdays, from 5:15-8:15 for 2-3 times a year.

**General Responsibilities:**

- Assist with clean up of child care space.
- Maintain child attendance information.
- Perform other duties as assigned.

**Qualifications:**

- Be 18 years of age or older.
- Must have the ability to be non-judgmental, empathetic, and culturally sensitive.
- Experience in providing a safe and loving environment for children.
- Dependable and enthusiastic.
- Must be able to pass background check.

**Salary Range:**

\$12.00 per hour

**To Apply:**

Complete application (available online at [www.childrenandfamily.org](http://www.childrenandfamily.org)) and submit to:  
Children & Family Resource Center  
Attn: Becki Woolf  
851 Case St.  
Hendersonville, NC 28792