



Family Enrichment Center

FLOATER

The JCC of Greater Albuquerque has an immediate opening for a **Floater position** in our Family Enrichment Center (pre-school). **The JCC Family Enrichment Center is a program that:**

- Recognizes and supports families as the child's primary teachers;
- Emphasizes the importance of relationships as key to the child's development;
- Works to provide children with the strong emotional foundation necessary for later academic success;
- Respects the individuality of each child;
- Develops each child's capacity for curiosity, self-control and self-confidence, empathy, and the desire to learn and communicate;
- Provides opportunities for family involvement;
- Uses a play-based, child-centered, developmentally appropriate approach to learning.

KEY TASKS:

- Create a safe, nurturing and safe environment in which children feel comfortable to explore, learn and grow.
- Insure the health and safety of all children attending the FEC.
- Update forms for children and staff
- Maintain the training Log
- Substitute for any absent staff, regardless of shift or room; relieve staff during breaks
- Handle a variety of administrative tasks and maintain supplies
- Distribute snack daily.
- Give tours and answer phones at the front desk, return FEC inquiry phone calls

REQUIRED QUALIFICATIONS:

- Must have a H.S. Diploma or G.E.D., the 45 Hour Entry Level Course and the 6 Hour Inclusion Class or the equivalent.
- Must be willing to work in a team environment: Willing to share ideas and be open to other's ideas, be flexible and willing to compromise.
- Must be familiar with and be able to implement the NM State Regulations as well as the regulations for the Star rating system.
- Must have or be willing to get and maintain CPR/First Aid training.
- Must be willing to obtain 24 training hours each year, starting with hire date.
- Must be willing to obtain a TB test and able to pass criminal background tests.

PREFERRED QUALIFICATIONS:

- AA in early childhood
- 1 – 3 years relevant experience

The JCC of Greater Albuquerque, founded in 2000, is a non-profit organization, open to all regardless of age or religious affiliation. The JCC mission is to enrich our community by practicing the values of Jewish life. The JCC has modern fitness and athletic facilities, outdoor aquatics center, early childhood

education center, and day-school on its 10-acre campus. The JCC runs a wide variety of community, educational, recreational and social service programs that serve people of all ages.

Job Type: Regular Full time/benefit eligible

Please submit cover letter and resume to: elynnf@jccabq.org