Are you looking for a rewarding career helping child care providers offer great care and education to their families?

KVCAP Child & Family Services is seeking a Provider Assistant to work in family childcare and center-based provider settings in northern Kennebec and Somerset Counties.

Responsibilities
- Assist childcare providers by supporting routines
- Engage in meaningful interactions with children
- Support family engagement efforts
- Travel up to 60 miles to outlying sites on occasion

Requirements
- Associates Degree in Early Childhood Education and current training/workshops related to child development/early care and education
- One year experience in group care setting for children ages 0-5
- Strong interpersonal written and verbal communication, documentation and critical thinking skills
- Basic computer skills and group management skills
- Ability to adjust to a flexible schedule
- Able to meet requirements of agency & State of Maine Child Care Licensing regulations for background checks, fingerprinting, and physical exams
- Possess a valid driver’s license and have use of a vehicle insured to State of Maine requirements
- Must be fully vaccinated against Covid-19 by January 1, 2022 per federal Head Start regulations

Benefits
- Family-friendly work environment
- Paid holidays
- Bi-weekly accrual of Paid Time Off
- Participation in an employer sponsored retirement plan
- Choices of health, life, dental, vision, and disability insurance options
- Professional Development supports
- An additional $200 per month through August 2022

Applications will be accepted until a suitable candidate is found. Interested candidates should submit a letter of interest and resume/application to:

Human Resources
Kennebec Valley Community Action Program
101 Water Street
Waterville, ME 04901
E-mail: lindas@kvcap.org

Or, complete our online employment application at: www.kvcap.org/employment-application/

Equal Opportunity Employer