



**Childcare Specialist  
Children's Waiting Rooms  
Center on Juvenile and Criminal Justice**

The Center on Juvenile and Criminal Justice (CJCJ) is a non-profit organization whose mission is to reduce society's reliance on incarceration as a solution to social problems. Visit [www.cjcj.org](http://www.cjcj.org) for more information.

CJCJ is currently seeking an energetic full-time Childcare Specialist for our Children's Waiting Rooms (CWR) Program. The CWR provides unlicensed childcare services in a safe and positive environment for children aged 0 to 18 years old. Our services are for children of parents/guardians who have business within the Superior Courts. The program predominantly serves children of low and moderate-income families. Learn more about the program at <http://ow.ly/ZeAF8>.

The Childcare Specialist will provide children with stimulating educational and indoor recreational activities, offering a supportive space for kids so they are not exposed to the sometimes serious happenings that occur in a courtroom.

**Duties and Responsibilities:**

- Provide fun indoor exploratory, educational, recreational, and interesting opportunities for children
- Participate in and facilitate activities and thoughtful play with up to 15 children at any given time
- Support and assist supervisors, colleagues, and volunteers in operating the rooms, and in the overall upkeep and appearance of the rooms
- Promote program awareness, conduct outreach, and maintain excellent relations with courthouse and other department personnel
- Ensure proper documentation of each youth served and completion of necessary forms
- Participate in relevant trainings and maintain CPR, First Aid, and other required certifications

**Qualifications:**

- Experience and genuine enthusiasm to work with children of all ages and diverse backgrounds
- Practice providing cultural sensitivity and respect to parents/guardians and children with varying behavioral and/or developmental needs
- Professional work ethic: dependable and punctual, while also being adaptable and flexible to changing needs
- Excellent communication skills with a good sense of humor
- Willing to change diapers as and when needed, and feed babies and children

- Familiarity working as part of a team and independently with a pleasant demeanor and a can-do attitude
- Educational credits, certification, or coursework in Child Development, Early Education, or related field preferred; OR comparable experience working with children with complex backgrounds
- Spanish-speaking a plus
- Able to pass a background check to work with children in San Francisco

**Compensation:**

This is a full-time 40 hours per week position. We offer a comprehensive benefits package, a casual work environment, and a great team of committed professionals. Depending on experience, the hourly rate will range from \$13.50/hour to \$16/hour. Benefits include full health insurance, dental insurance, life insurance, 12 paid holidays annually, 10 sick days annually, and 10 vacation days for the first year of employment. Vacation benefits increase based on seniority.

This position reports directly to the Deputy Director, who also serves as the Director of the Children's Waiting Rooms Program.

**To Apply:**

Email letter of interest and resume in response to this posting to [cjcjoffice@gmail.com](mailto:cjcjoffice@gmail.com), with "Childcare Specialist" in the subject line of your email. Position will remain open till filled. Applications reviewed on a first-come first-serve basis.

*WOMEN, PERSONS OF COLOR, EX-OFFENDERS, AND DIFFERENTLY ABLED PERSONS ARE ENCOURAGED TO APPLY.*