

Child Care JobLine

2019 Position Description Form

~Email to Connie Frey at: connief@ccrrfoxvalley.org or fax to 920-886-1331~

Name of Center:	Date:
Contact Person:	Signature:
Phone:	Email:
Address:	City and Zip:

Position Available:

Lead Teacher: age group _____

Assistant Teacher: age group _____

Administrator _____

Other (describe) _____

Position description (2 line limit) _____

Position Is:	Hours:
<input type="checkbox"/> Full-time: hours/week _____	<input type="checkbox"/> Fixed hours _____
<input type="checkbox"/> Part-time: hours/week _____	<input type="checkbox"/> Flexible hours (employer needs)
<input type="checkbox"/> Other (describe) _____	<input type="checkbox"/> Flexible hours (employee needs)
Start Date _____	

Education/Experience Required _____

Education/Experience Preferred _____

Benefits Include: (check all that apply)

<input type="checkbox"/> insurance	<input type="checkbox"/> health	<input type="checkbox"/> dental	<input type="checkbox"/> life	<input type="checkbox"/> paid sick days	<input type="checkbox"/> paid vacation
<input type="checkbox"/> reduced child care rates				<input type="checkbox"/> paid holidays	<input type="checkbox"/> other

Rate of Pay: (check and complete one)

hourly rate \$ _____

annual salary \$ _____ per year

other _____

How to Apply:

Website _____ Email _____

Call (phone#/when/who) _____

Other _____