

# Child Care JobLine

# Position Description Form

~Email to Connie Frey at: [connief@ccrfoxvalley.org](mailto:connief@ccrfoxvalley.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/Director \_\_\_\_\_  
 Other (describe) \_\_\_\_\_  
**Position description** (2 line limit) \_\_\_\_\_  
\_\_\_\_\_

**Position Is:**  
 Full-time: hours/week \_\_\_\_\_  
 Part-time: hours/week \_\_\_\_\_  
 Other (describe) \_\_\_\_\_  
**Start Date** \_\_\_\_\_

**Education/Experience Required** \_\_\_\_\_  
**Education/Experience Preferred** \_\_\_\_\_

**Benefits Include:** (check all that apply)  
 insurance     health     dental     life     paid sick days     paid vacation  
 reduced child care rates     paid holidays     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 \_\_\_\_\_