



# FAMILY SUPPORT SERVICES

KEEPING FAMILIES HEALTHY AND INTACT

## Job announcement

### Childcare Support Specialist (As Needed)- Respite Childcare Program

Date Posted: May 21, 2025.

Status: On-Call / As-Needed

Office location: San Francisco on-site and various locations.

#### **ABOUT US:**

**Family Support Services** is a nonprofit organization that provides prevention and intervention services that support families with children. Our mission is to nurture children, youth, and caregivers to keep families healthy and intact. Please visit our website at [www.fssba.org](http://www.fssba.org) to learn more about our programs and services.

#### **Position Summary**

Family Support Services seeks dependable, nurturing, and flexible Childcare Support Specialists to provide as-needed childcare during agency-sponsored events such as holiday celebrations, training, retreats, support groups, and community outreach activities. This on-call position is ideal for individuals who enjoy working with children of all ages and can respond to short-notice needs with professionalism and care. In addition to childcare responsibilities, this role will work closely with the Outreach Coordinator and assist with basic office-related tasks as required.

#### **Key Responsibilities:**

- Provide appropriate age care and supervision for infants, toddlers, and school-aged children.
- Provide organizational support to the team.
- Create a welcoming, safe, and engaging environment for children during events and temporary care sessions.
- Facilitate activities such as crafts, games, storytelling, and unstructured play.
- Set up and clean up childcare spaces, ensuring safety and sanitation standards are followed.
- Monitor child behavior, respond to emotional needs, and de-escalate issues calmly and respectfully.
- Follow care plans, event instructions, and safety protocols.
- Maintain accurate attendance records and report concerns to the Respite Supervisor
- Work closely with the Outreach Coordinator to support childcare logistics for agency events.



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- Assist with office-related tasks such as organizing supplies, preparing activity kits, filing, and light data entry.
- Participate in job-related training as assigned (all assigned training time will be paid).

## **Must-Have Requirements**

- Ability to lift a minimum of 25 pounds.
- Physically able to sit, bend, kneel, and engage in floor play.
- Able to stay alert and actively supervise children at all times.
- Respond quickly and appropriately in emergencies, including basic first aid.
- Follow both written and verbal instructions accurately.
- Communicate clearly and respectfully with children, caregivers, and staff.
- Maintain professionalism and confidentiality.
- Pass all required background checks and fingerprint clearance.
- Flexible availability, including evenings and weekends.
- Willingness to attend paid training sessions as directed by the Respite Supervisor

## **Minimum Qualifications**

- At least 18 years of age
- Minimum 1 year of experience working with children in structured settings.
- CPR and First Aid Certification (or willingness to obtain upon hire).
- Reliable transportation.
- Experience working with diverse families and children with varied needs.

## **Events May Include but are not limited to.**

- Holiday celebrations.
- Parent workshops and support groups.
- Board and agency retreat where families are present.
- Community outreach events and family resource fairs

## **Compensation**

Hourly Rate: \$20.00 – \$25.00 per hour. The rate is based on verified childcare experience.

## **APPLY:**

Please email your résumé and cover letter to [AdminHR@fssba.org](mailto:AdminHR@fssba.org). Please attach all documents in PDF format. **We will not consider any other file types/formats.**

Only candidates who meet our selection criteria will be contacted for the next step in our hiring process. Thank you for your interest in our position. We appreciate the time you have taken to apply.



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Family Support Services

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[www.fssba.org](http://www.fssba.org)

**Family Support Services is an equal-opportunity employer.** Family Support Services is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, color, religion, gender, gender identity, sexual orientation, health status, or national origin.