

# EASTSIDE ESL CHILDCARE PROVIDER



## DEPARTMENT

---

Community Service – 3005

*Work is completed at Eastside ESL: 3435 SE 112th Ave. Portland, OR 97266*

**About Eastside ESL:** At Eastside ESL, we are dedicated to equipping English learners of all backgrounds—especially welcoming immigrants, refugees, and neighbors—in southeast Portland. Through high-quality ESL instruction, we empower our students to thrive in everyday life, work, and community. Our approach integrates the gospel naturally through conversation, actions, and attitudes, fostering a loving, Christ-rooted community that reflects compassion and builds lasting relationships, pointing toward hope in every interaction.

## QUALIFICATIONS

---

### Required Qualifications

- **Must be eligible for Federal Work Study funding (refer to your Financial Aid Offer Letter on MyWP)**
- Strong communication skills and patience working with children and families
- Cultural sensitivity and respect for diverse backgrounds. Willingness to learn and adapt to cross-cultural program demands
- Reliability, punctuality, and flexibility
- Self-starter who can work collaboratively in a volunteer-supported environment
- Commitment to following all child safety policies and procedures

### Preferred Qualifications

- Previous experience working with diverse populations, particularly immigrant or refugee families
- Coursework in child development, early childhood education, elementary education, child psychology, family studies, or related fields
- Bilingual abilities (especially Spanish, Arabic, Russian, Farsi/Dari, or other languages common to local immigrant communities)
- Previous childcare experience including daycare, nanny, or youth mentoring experience.
- First Aid and CPR certification
- Understanding of child development stages and age-appropriate activities
- Experience with cross-cultural communication and diverse family structures

## DUTIES

---

- **Child Safety and Supervision:** Provide safe, attentive care for children of ESL students, maintaining constant supervision and following all Eastside ESL Child Safety policies and procedures
- **Classroom Setup and Preparation:** Arrive early to set up childcare space, organize materials, and prepare age-appropriate activities for children
- **Parent Communication:** Welcome families upon arrival, communicate with parents about child needs, confirm necessary supplies (diapers, snacks, etc.), and coordinate pickup arrangements
- **Child Engagement:** Provide age-appropriate activities, games, and supervision that keep children safe, happy, and engaged while parents attend ESL classes
- **Safety Documentation:** Complete incident reports for any significant injuries or issues, maintain emergency contact information, and ensure proper child identification procedures
- **Cultural Sensitivity:** Demonstrate understanding of cross-cultural dynamics in childcare practices, including language barriers, different parenting approaches, and diverse family structures
- **Two-Adult Rule Compliance:** Maintain compliance with the "Two-adult rule" safety policy as outlined in Eastside ESL child safety policy and procedures. This ensures that every child remains under the supervision of two adults at all times and that no child is left alone with only one adult
- **Administrative Support:** Assist with basic childcare program documentation and maintain organized records as needed
- **Team Collaboration:** Participate in staff meetings when scheduled, share ideas with program coordinators, provide feedback and suggest potential areas for improvement to coordinating staff, and maintain good working relationships with volunteers and other staff members

## COMPENSATION

---

- Begins at minimum wage, opportunity for increased pay based on experience and performance

## HOURS

---

- Tuesdays and/or Thursdays, 9:00 AM - 12:00 PM
- Students participating in this position must maintain compliance with Warner Pacific's Faith and Service Commitment Program requirements as part of their enrollment

## CONTACT

---

Please submit a resume and application to:  
Dustin Kummrow  
Director of Financial Aid  
[dkummrow@warnerpacific.edu](mailto:dkummrow@warnerpacific.edu)