

# Neighborhood & Community Services

# OPEN HIRE EVENTS

**Thursday, December 15, 5 - 7 p.m.**

**Pennino Building - Room 206**

12011 Government Center Parkway, Fairfax, VA 22035

**Monday, December 19, 5:30 - 7:30 p.m.**

**Cathy Hudgins Community Center**

12125 Pinecrest Road, Reston, VA 20191

Apply and interview on the spot for different positions. Qualified applicants may fill positions at other locations. Please bring multiple copies of your resume to the event.

## NCS is hiring for the following positions:

### Community-based Programs and Services\*

#### Activity Facilitator

Recreation Leader II (Part-Time, Non-Merit, up to \$17.00 per hour)

Recreation Leader III (Part-Time, Non-Merit, up to \$19.00 per hour)

**Responsibilities:** Plans, prepares, and leads community center activities. Provides leadership and ensures the safety of all center participants. Assists in marketing of programs and outreach to the community. Work 17 hours a week; must be available to work days, nights and weekend schedules as needed.

**Minimum Qualifications:** Any combination of education and experience equivalent to high school graduation or GED. Experience working with youth, teens, adults, seniors and/or families. Must be 18 years of age; and 21 years of age for positions working with teens.

**Preferred Qualifications:** Previous experience working with community recreational programs serving youth, teens, adults, seniors and/or families. Ability to drive a 14-passenger (non-CDL) bus. Bilingual in English and a second language.

#### \*Necessary Special Requirements:

Appointees to these positions will be required to complete a criminal background check and a check of the Child Protective Services Registry; and as required based on the position, a driver's license check to the satisfaction of the employer.

### School Age Child Care Program\* (SACC)

**Day Care Center Teacher 1** (Part-Time, Benefits Eligible, \$19.83 per hour)

**Responsibilities:** Plans, prepares and carries out activities and projects for groups of elementary school-age children enrolled in a before and after-school program. Provides leadership and ensures the safety of the children enrolled in the center. Work mornings, afternoons and evenings, 30 hours per week, Monday thru Friday for 40 weeks.

**Minimum Qualifications:** Any combination of education and experience equivalent to completion of two years of study and training at an accredited four-year college or university with major course work in early childhood or elementary education, nursing, recreation or a related field plus one year of related work experience.

**Preferred Qualifications:** Major course work in early childhood education. Experience working with groups of children. Bilingual ability.

### Day Care Center Assistant Teacher (Part-Time)

**Responsibilities:** Plans, prepares, and carries out activities and projects for groups of elementary school-age children enrolled in a before and after-school program. Ensures the safety of the children enrolled in the center. Must be available to work 4 days per week including Mondays and Fridays from 2:15 - 6:15 p.m. Morning hours are also available between 7 - 9:30 a.m. Occasional flexible work hours and full days required. Required to travel to various locations within Fairfax County using own transportation.

**Minimum Qualifications:** Enthusiastic and reliable people who enjoy working with children.

**Preferred Qualifications:** Experience working with school age children in a child care program, camp, recreation, or similar setting.



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