

IUCAA Creche Coordinator (On Contract)

IUCAA Creche is a childcare centre for about 15 children which includes infants, toddlers and school going children, in the age group of 8 months to 12 years. It aims at providing quality care, based on modern, scientific and professional principles to children of the families of IUCAA employees.

Remuneration: Rs. 18,000/- p.m. (Consolidated)

No. of Post: One (Unreserved)

Duration: One year (extendable annually based on the performance)

Timings: 08:45 am to 05:45 pm (Monday to Friday), 09:00 am to 01:30 pm (Saturday)

Qualification & Experience: Any Bachelor's degree. Diploma relevant to early child education or child care is desirable. Fluency in English, Hindi, Marathi for communicating with children, and parents or guardians. 5+ year's work experience in a professional early child education/childcare facility

Job Responsibilities:

- Responsible for the upkeep of resources, arrangement, appearance, and overall safe environment of the creche.
- Enforce all administration policies and rules set by the creche committee
- Monitor and supervise duties of the daycare helpers.
- Track and ensure the children's eating and sleeping requirements are addressed as per parents' request.
- Weekly planning of daycare activities. Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and outdoor activities.
- Identify children showing signs of emotional, developmental, or health-related problems, and discuss them with parents or guardians,
- Communicate regularly with parents/guardians.
- Ensure safety and security of children.
- Ensure a happy and loving environment for the children.

Interested candidates can apply for this position by sending their resume to creche@iucaa.in on or before **10th April, 2023**. Only shortlisted candidates will receive email communication regarding the details of the interview.

For further information regarding these positions, write to the creche@iucaa.in.