



CLK Early Childhood Center Announcement of Position Vacancy

Title of Position: Child Care Infant-Toddler Lead Caregiver/Associate Caregiver (please specify the position in which you are interested)

General Description: Provide educational services with assigned children ages 6-36 weeks old, applying best practices for infant/toddler care.

QUALIFICATIONS:

- Must be at least 19 years of age • Possess a High School Diploma or GED • Must submit to various background checks/fingerprinting completed by the Department of Human Services and the Michigan State Police Department
- CPR/First Aid certification, Bloodborne Pathogen certification, and a Tuberculosis Test.

DUTIES/RESPONSIBILITIES :

- Supervise and monitor the safety of children in their care.
- Interact with the children on their level to enhance their learning environment.
- Organize mealtimes and snacks for children. Clean up after meals.
- Help children learn and keep good hygiene.
- Change the diapers of infants and toddlers.
- Follow ALL of the Licensing Rules as listed in the Licensing Rules for Child Care Centers Booklet.
- Plan and organize activities (lead caregiver) or implement the curriculum that allows children to learn about the world and explore interests.
- Follow schedules and routines to ensure that children have enough physical activity, rest, and playtime. **Participation in activities with children is a must.**
- Keeping records of children's progress, routines, and interest areas
- Oversees general operations, safety, and flow of their classroom (lead caregiver)
- Supports the classroom associate teachers, facilitates teamwork, ensures high-quality care (lead caregiver)

Starting Date: August 24, 2026

Salary: \$16.00 (associate)-\$18.00 (lead)/hour with some paid opportunities

Application: A letter of application & resume should be emailed or mailed to: CLK Childcare-Attention: Mandy Crouch, 57070 Mine Street, Calumet, MI 49913 by June 26, 2026.

The Public Schools of Calumet, Laurium & Keweenaw Are Equal Opportunity Employers