

**eliminating racism
empowering women**



Central Massachusetts

Position: Parent Liaison
Accountability: Childcare Center Director
Hours of Work: 5 hours per week, flexible afternoon hours
Location: Worcester
CORI Required: Yes

About the YWCA Central Massachusetts

For more than 125 years, the YWCA Central Massachusetts has served as a life-long positive force for women and girls, their families and communities. By leveraging the reach, power and passion of our members and supporters, we have created lasting change.

The YWCA Central Massachusetts offers a wide range of programs, including early education & care; domestic violence services; career assistance; healthy lifestyle promotion. Our services strengthen women and girls in the community, helping them to realize their full potential.

General Function:

Assist Directors in making connections with the families of the children enrolled in the center.

Responsibilities:

1. **Maintains parent bulletin board and table.**
2. **Develops and distributes monthly parent newsletter.**
3. **Distributes and tabulates yearly parent and teacher NAEYC surveys.**
4. **Coordinates fundraisers.**
5. **Organizes center family social events.**
6. **Attends workshops as needed.**
7. Perform other duties as requested.

Qualifications:

- Bachelors degree in education or related field.
 - Background in early childhood education required.
 - Excellent organizational skills
 - Knowledge and use of effective customer service skills.
 - CPR and First Aid qualified.
 - Bilingual English/Spanish preferred.
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How to apply:

If you are interested in applying for any of the above positions send resume to:

Email: HR@ywcaworcester.org

Fax: Human Resources at 508-754-0496

Mail: YWCA Central Massachusetts
Attn: Director of Human Resources
1 Salem Square
Worcester, MA 01608-2090

The YWCA Central Massachusetts is an Affirmative Action/Equal Opportunity Employer.