



All Saints  
Catholic

All Saints Catholic Schools  
217 S. Monroe St.  
Bay City, MI 48708  
(989) 892-2533  
ascbaycity.org

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All Saints Catholic nurtures academic and personal excellence in all students while emphasizing Catholic values and service to others in Christ's name.

## Job Posting

Position: Early Childhood Caretaker

Status: Part Time 20-29 hours per week – 12 month

Reports To: All Saints Catholic Schools President and Early Childhood Director

### Position Overview

All Saints Catholic Schools is seeking a caring and dependable caregiver to join our early childhood team. The ideal candidate will create a loving, secure environment where children feel safe and valued while supporting their growth through play-based learning and positive guidance.

### Responsibilities

- Provide loving, attentive care for children, ensuring their safety and well-being at all times.
- Support children's daily routines, including feeding, diapering, rest times, and transitions.
- Engage children in age-appropriate activities that encourage physical, social, emotional, and spiritual development.
- Maintain a clean, organized, and safe classroom environment.
- Build positive relationships with families through daily communication and collaboration.
- Follow state licensing guidelines, health and safety protocols, and center policies.
- Work collaboratively with the teaching team to support classroom goals and curriculum.

### Education and Experience

- 18 years of age and hold a high school diploma or GED
- A minimum of 1 year experience in childcare (preferred)
- Strong classroom management and communication skills
- CPR/First Aid certification or willing to obtain
- **Job Related Skills:** Demonstrate the ability to work independently without direct supervision and within a team setting. Demonstrate flexibility when working with staff, students, and parents. Maintain a professional demeanor when dealing with difficult situations.
- **Interpersonal Skills:** The ability to work with others in a collaborative team environment. Ability to maintain confidentiality and high standards of honest and ethical behavior.
- **Language skills:** Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.



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## **WORKING CONDITIONS**

**Hours of Work:** Typical work schedule is either 7am-3pm or 10am-6pm. These hours may change depending on staffing needs.

**Nature of Work:** School/Classroom setting

- While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands/wrists and feet. The employee may be required to lift up to 15 lbs.
- Must be in classroom/assigned location at least thirty (30) minutes prior to the start of the day and thirty (30) minutes after the day concludes.
- Must be able to speak and/or stand for an extended period.
- A valid Driver's License is required.
- Regular, reliable attendance is required.

## **Additional Requirements**

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Successfully pass MiRegistry approved trainings
- Practicing Catholic in good standing preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.

**Contact Information:** Email letter of intent, résumé, list of professional references and DOS application to:

**Sarah Dowling-Anderson**

President of All Saints Catholic School

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217 S Monroe St

Bay City, MI 48708

989-892-2533

989-892-7188 (fax)