

Advertisement for the post of IUCAA Creche Coordinator

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.

No. of positions: 1 (contractual)

Job type: Fulltime

Duration: 1 year (extendable annually based on the performance and need)

Remuneration: Rs. 18000/- per month (Consolidated)

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

Qualifications (essential):

(i) Bachelor's degree

(ii) (Diploma relevant to early child education or child care is desirable)

(iii) Fluency in English, Hindi, Marathi for communicating with children, and parents or guardians

(iv) 5+ years 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 **30th September, 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.