

**Job Description: Program Assistant**  
MountainStar Family Relief Nursery

The Program Support position provides program, community, and facilities support for our organization at the appropriate site. The goal of this position is to support the MountainStar team in providing great services that help strengthen families and keep children safe. This position reports to the Site Program Manager.

**About Us and Our Values:**

*MountainStar Family Relief Nursery is a 501c3 nonprofit operating in Crook, Deschutes, and Jefferson counties. Our mission is to prevent child abuse and neglect through community support and therapeutic services that help vulnerable children and families succeed. Services include early childhood classes emphasizing social-emotional development, home visits, and other family supports.*

**Our values are:**

1. Caring – welcoming, trauma-informed, non-judgmental, family-focused, compassionate, honest, and fun.
2. Collaborative –engaged with clients, supporters, program partners, and communities.
3. Excellence – committed to quality programs, current research, continuous learning, and robust evaluation.
4. Inclusive – seek out and value diverse perspectives, understand and address systemic barriers equitably.

**Essential Job Functions:**

- Work closely with children and families
- Work with Program Manager on Projects
- Provide therapeutic care for children 6 weeks to 4 yrs. as needed
- Provide developmentally appropriate activities
- Prepare serve USDA meals following guidelines and record keeping
- Participate in staffing around family/children issues as appropriate
- Work as a team to provide the best care for children and families
- Cook and Grocery Shopping as needed by Program
- Transportation support, map routes and transport children and parents in the MtStar van/bus
- Greet visitors to the center
- Intake and store donations as needed
- Maintain clothes closets and food bank
- Support other nursery activities as appropriate
- Other duties as assigned

**Knowledge, Skills, and Abilities**

**Preferred**

- High School Diploma or GED (General Equivalency Diploma)
- Bilingual Spanish speakers
- Microsoft Office Suites, Proficiency
- Previous Office Experience

**Required**

- First aid and CPR (cardiopulmonary resuscitation) card
- Current food handlers' card
- Work tactfully with a diverse population which may include special needs
- Maintain a professional demeanor with clients, staff, and public always
- Ability to be dependable and flexible

- Sufficient maturity and good judgment to function in crisis situations
- Evidence of emotional maturity and stability
- Ability to relate sensitively and non-judgmentally with at risk children and families
- Physical stamina. Ability to lift and carry children, donations, and event materials
- Strong interpersonal communication skills
- Ability to answer phones and direct calls

### **Other Essential Requirements**

- Ability to pass a background check
- Valid driver's license and reliable personal transportation. Clean driving record to drive company vehicles and transport children.
- Within 60 days of employment must be Pediatric CPR and First aid Certified, have a current food handlers' card, and show proof of completing "Recognizing and Reporting Child Abuse and Neglect," "Introduction to Child Care Health & Safety," "Safe Sleep," and "Prevention is Better than Treatment" courses as required by Oregon Office of Child Care

### **Success Factors:**

- Ability to work independently and as a part of a team — conflict resolution skills are beneficial
- Genuine interest in building knowledge about early childhood brain development, trauma, and other topics relevant to MountainStar's mission
- Energetic and forward-looking thinker who actively seeks opportunities and proposes solutions

### **Salary Range + Benefits:**

This is a 32 hour per week position, starting at \$19.00+/hr. depends on experience and qualifications, wage differential if bilingual, plus benefits. All positions at the MountainStar Family Relief Nursery are contingent upon the availability of funding.

***MountainStar is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, gender, age, or disability.***