

Circuit Court for Baltimore City Children's Waiting Room Coordinator

The Family Division of the Circuit Court for Baltimore City is seeking a Children's Waiting Room Coordinator. The incumbent will report to the Associate Administrator of the Family Division.

Essential Functions of the Position:

- Oversight and interaction with children of all ages in a childcare-like setting
- Plan activities to promote social, intellectual, and physical growth
- Encourage cooperative social behavior through games, group projects, art activities, music, interactive play, etc.
- Maintain cleanliness of Children's Waiting Room and toys
- Semi-annual inventory of toys and art supplies
- Maintain records and provide quarterly statistics to the Associate Administrator
- Provide backup for front counter walk-ins and answer telephones when there are no children in Children's Waiting Room
- Assist with such other duties as assigned by the Associate Administrator

Knowledge, Skills, and Abilities:

- Knowledge of development and behavior in children
- Ability to plan activities for children of a wide range of ages
- Knowledge of, and ability to care for, infants and toddlers who have not been toilet trained
- Basic understanding of trauma and secondhand trauma and their effect on children's behavior
- Ability to interact with the public in a professional manner
- Ability to work in a fast-paced, sometimes challenging environment

Education and Experience Requirements

- Graduation from an accredited high school or possession of a G.E.D. certificate
- 3 years of experience working with children in a daycare center or after-school program
- An Associate of Arts degree in early childhood education may be substituted for two years of the experience requirement, or an equivalent combination of education and experience

Compensation:

This is a full-time grant-funded position with benefits. The starting salary is \$37,965, and the salary range is \$37,965-\$43,781.

This position is open until filled. Please submit a resume and letter of interest to:

Ms. Jacqueline Hale
Circuit Court for Baltimore City
111 N. Calvert Street, Room 244
Baltimore, Maryland 21202
jacqueline.hale@mdcourts.gov
www.baltimorecity.gov

TTY 396-4930

****No phone calls, please****

A Criminal Background Check will be conducted as a condition of employment.

AN EQUAL OPPORTUNITY EMPLOYER