



Thank you for applying for employment with HANDS, Inc. HANDS is a non-profit corporation which provides before and after school child care in all fourteen of the fifteen Great Falls Public Schools elementary buildings. HANDS also provides an “All-Day Program” on school holidays, and a Summer Program each year. HANDS employees are not employed by Great Falls Public School.

There are three work shifts available at HANDS. Top priority is given to individuals who are able to work both the morning and afternoon shifts. Second priority is given to those who can work the morning shift only. Third priority is given to those who can work the afternoon shift only. HANDS administration determines staff's center assignments.

Available Shifts

AM: 6:30am to 8:30am

PM: 2:15pm to 6:00pm Wednesday
3:00pm to 6:00pm (all other)

Wages

Assistants: (must be 16 years or older)

Time of Hire: **\$11.84**

Head Teachers:(must be 18 years or older with 2 years' experience in registered day care center or 32 hours of qualified education approved by licensing)

Time of Hire: **\$15.01**

Hours worked for either the school year or summer program are dependent on the total number of children at the center.

NEW HIRES are to complete licensing required training class within the first 90 days of employment from the Date of Hire:

- New Staff Health & Safety Orientation – 6 hours
- Together We Grow – 3 hours
- Early Childhood Essentials – 3 hours
- Pediatric, CPR, AED and First Aid

Benefits

Paid Time Off (PTO): PTO time accrues immediately. Employees are eligible to use PTO in the pay period following completion of 1 year of service based on date of hire and after 1,000 hours have been worked. PTO time can be used for vacation, sick, holiday or personal time off.

Cafeteria Plan: Employees who regularly work 23 hours or more per week, and have been employed for 1 year are eligible to participate.

Training: Staff members are required to attend 8 hours of continuing education each calendar year after new hire required classes. All staff are required to be CPR and First Aid certified. All class tuition and training hours are paid for by HANDS.

DPHHS/Licensing

Immunization Records: Proof of current immunizations must be submitted within 3 days of hire. Proof of an MMR and Tetanus (last 10 yrs)

Background Check: Must be able to pass child protective services background check and nationwide fingerprint screening.

HANDS SUMMER PROGRAM

HANDS offers a Summer Program each year. Staff for the summer program have a 6 hour shift each day. The number of staff needed for the summer will vary depending on the number of children that have registered for that year's summer program.

Please indicate all shifts you will be able to work. Place an "x" in the blank.

SCHOOL YEAR ONLY

Mon, Tue, Wed, Thu, Fri 6:30-8:30 AM _____
 Mon, Tue, Thu, Fri 3:00-6:00 PM _____
Wednesday's 2:15-6:00 PM _____ 3:00-6:00 PM _____

SUMMER PROGRAM 6:30a-12:30p _____ 12:00-6:00 PM _____

If currently attending school:

_____ _____ _____ _____
 School Attending Time Released Age Current Grade

Do you have reliable transportation: YES NO
 If no explain:
