

JOB DESCRIPTION: Holiday Valley Children’s Learning Center is looking for a Child Day Care Assistant to work with various age groups in our Center.

You're a good fit if you love working with children of all ages, bring a smile to work every day, have a good work ethic, are a team player, dependable attendance, adaptable to change and have a compassionate nature.

Candidate must believe that children learn through play. You should be able to engage them in activities and encourage children to be independent and set good examples for children to follow. This job entails caring for, playing with, and educating children through age-appropriate play-based methods.

PAY: \$15 per hour

JOB STATUS: 30-40 hours a week; scheduled during the hours of Monday through Friday from 7:00 am to 5:30 pm.

JOB CONSISTS OF:

- Work as a team with childcare staff. Interact positively with the children daily. Be responsible for the safety of the children at all times, including being able to implement emergency procedures.
- Perform specific tasks related to the daily operation such as administering small group activities, art and crafts preparation, meals, positive discipline strategies, and other tasks assigned by Supervisor.
- Assist in the daily documentation of attendance, incidents, accident reports, in compliance with state licensing regulations.
- Effectively communicate with parents, verbally and in writing.
- Be professional, alert, and eliminate unsafe practices and physical hazards. Maintain the appearance of the program area, ensuring high quality of supplies, equipment and materials. Light maintenance tasks such as sweeping, cleaning tables, and garbage removal are also expected.
- Must be physically able to hold/ lift children/materials exceeding 40 pounds; able to frequently lift, bend, stoop, squat, reach and carry children, materials and equipment; participate in activities that frequently cause awkward postures due to small sizes and low highs of materials and equipment designed for children’s use.
- Attend staff meetings and trainings to meet additional educational requirements established by the NYS Office of Children and Family Services. Must attend and complete 15 training hours annually. Training hours must be obtained in the first 6 months of employment; Foundations training must be completed within the first three months.

QUALIFICATIONS:

- Must be 18 years or older and hold a High School Diploma or equivalent.

- Must have 1 year of experience working with young children (babysitting and family members count as experience)
- Position requires CPR/ first aid certification, successful completion of State Criminal Background Check, Fingerprints, Medical/TB Test, Child Abuse clearances and the ability to meet OCFS Child Care regulations and requirements.