



North East Community Center Position Description

Title: Toddler Program Assistant
Classification: Part-time, hourly, not benefits eligible
Hours: 4 hours per week on Monday mornings, with an opportunity for additional hours
Friday mornings as needed during the summer months

Primary Role: The Toddler Program Assistant (TPA) will help care for children ages 1-5 while parents have a morning off. He/she will aid in a combination of structured and unstructured activities that will promote social, intellectual and physical growth while ensuring the safety of all participants.

Responsibilities:

During programs, the TPA will:

- Engage children in activities that promote physical, intellectual and social development such as games, stories, songs, arts and crafts etc.
- Enforce safety rules and behavior expectations
- Help serve healthy snack while promoting healthy eating habits and good manners
- Help children constructively solve conflicts that may arise
- Ensure safety of children outside, which may include cleaning up playground
- Communicate any concerns to program coordinator
- Demonstrate good judgement while engaging children in games and activities
- All other duties as assigned

Before and after programs, the TPA will:

- Assist coordinator in setting up program toys, furniture and materials before children arrive
- Help pick up toys, put away materials and furniture, wash tables and sweep after program
- Help maintain organization in the storage room and in toddler areas
- Assist in washing all toys that are in 'Dirty Toy' basket weekly
- Inform program coordinator if purchasing materials for program
- Assist in creating crafts for the children
- Communicate concerns with coordinator
- Inform coordinator as soon as possible of lateness or absences
- Assist in keeping attendance records if coordinator is away
- All other duties as assigned.

Required Skills and Behaviors:

- Must be motivated and comfortable working with young children
- Able to participate as an active team member, working well with staff, volunteers, and youth.
- Experience working with people from diverse ethnic, cultural and socioeconomic backgrounds.
- Utilizes proactive thinking and problem-solving skills.
- Follow all NECC Policies & Procedures.
- Models NECC values at all times.

Qualifications:

Required:

- Hard-working
- Experience working with young children
- Has a positive and friendly attitude when engaging with children
- Is flexible and can problem solve quickly if a situation demands
- Able to assist and occasionally plan age-appropriate educational and recreational activities
- Able to communicate well in person, writing, and via necessary technologies
- Able to participate as an active team member, working well with supervisor, staff and participants
- Ability to maintain patient, professional demeanor when dealing with diverse community of volunteers, parents, staff and others
- Background check through central database and fingerprinting

Preferred:

- Spanish Speaking a plus
- Some knowledge of child development a plus
- Relevant training including but not limited to First Aid/CPR

ADA Requirements:

- Ability to lift a 50-pound box
- Ability to walk up and down stairs
- Ability to provide programs outside during appropriate weather conditions

Supervisor(s):

Sheila DePaola, Toddler Program Director

Effective: April 30, 2019