

Job Title: Childcare/Head Start Support Staff

Program: Childcare

Schedule:

- This part-time position is Monday–Friday: 3:00 PM – 5:30 PM

Position Summary:

We are seeking a reliable and nurturing Part-Time Childcare Support Staff member. This position plays a vital role in maintaining a safe, engaging, and developmentally appropriate environment for young children.

Key Responsibilities:

- Actively supervise children to ensure safety at all times.
- Recognize and respond quickly and appropriately to children’s behavioral and emotional needs
- Help maintain a clean, organized, and safe classroom environment
- Build positive, supportive relationships with children, families, and staff.
- Ability to take on tasks such as leading small group activities, reading out loud, transitioning children from one activity to another.

Qualifications:

- Previous experience working with children age 5 and under (required)
- Strong understanding of early childhood behavior and development
- Ability to respond calmly, quickly, and effectively in a variety of situations
- Patient, dependable, and team-oriented
- Strong communication skills
- Ability to meet physical demands of working with young children (lifting, bending, sitting on the floor, etc.)
- High school Diploma
- CPR and First Aid certification will be completed within 3 months of hire and every other year to re-certify.