
JOB DESCRIPTION

POSITION TITLE: Early Childhood Program Assistant
REPORTS TO: Youth Program Facilitator & Site Manager
PAY RATE: \$18-\$20/hour DOE
EMPLOYMENT LENGTH: 5 - 10 hours a week, Part time, Hourly

This position will be responsible for facilitating activities and programs, model constructive participation in all activities, use positive discipline techniques. Work closely with Site Coordinator to ensure safety of all children, manage children's behavior and act as a role model and mentor.

Required Knowledge and Skills

- High School diploma
- Experience working with kindergarten aged children.
- Basic first Aide
- Food Handlers card
- Pass background check and finger printing.
- Experience assisting in classroom environment.
- Ability to work with school personnel.
- Ability to work independently and in a group setting.
- Knowledge &/or training in positive discipline
- Knowledge &/or training in Social Intelligence activities and skills
- Ability to handle stressful situations in a calm professional manner.
- Ability to work with high stress families.

Job Duties (not limited to)

- Assist Site Coordinator with after school programs at Molalla Elementary School.
 - To include help serving snack
 - Keeping accurate attendance
 - Helping in small groups and classroom control
 - Prepping materials for projects
 - Set-up and clean-up of activities
 - Greeting staff and parents as needed
- Mandatory reporter
- Timely completion of any required reports. I.e., attendance report, case notes.