



Community Chest, Inc

Early Childhood Education Assistant Job Description

Position Objective

To provide holistic and quality care to children and families participating in all Community Chest Youth programs.

Qualifications/Requirements

- Experience working with children, youth, and families
- Ability to complete required trainings within 90 days of hire
- Clear TB test
- Ability to read, set up, and carry out lesson plans
- Ability to monitor groups of children
- Ability to work independently with strong sense of focus, task-oriented, non-judgmental, and a clear sense of boundaries
- A strong sense of and respect for confidentiality involving both families and fellow employees
- Flexible scheduling required
- Complete Nevada Law Enforcement background
- Ability to work in a variety of settings with culturally diverse families and communities with the ability to be culturally sensitive and appropriate
- First-aid and CPR certification

Physical Demands

While performing the duties of the job, the employee is regularly required to communicate in person, by telephone, or online. The employee is frequently required to stand, walk, reach, jump, run, bend and be on the ground. The employee occasionally must sit and/or drive for periods of time exceeding 45 minutes. The employee must occasionally lift and/or move up to 40 pounds.

Essential Duties/Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Maintain a safe, clean, and positive environment for children
- Act as a liaison between Community Chest, Inc., parents, and community partners
- Prepare meals and snacks
- Assist with setup and cleanup of activities
- Maintains a high level of ethical conduct regarding confidentiality, dual-relationships, and professional stature
- Ensure the program area is kept clean and safe
- Participate in regular staff meetings, staff training programs, supervisory sessions, and staff retreats
- Maintain First-aid and CPR certification
- Work as part of a team



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- Implement activities and lesson plans
- Mandated reporting
- Adhere to agency policy, procedures and the professional code of ethics
- Problem solve and multitask on a daily basis
- Perform other duties as assigned

Status: Full-time

Wages: \$28,000-\$44,000

Benefits: 100% employer-paid health insurance after a 90-day introductory period. Dental benefits are voluntary, and employee paid. Employer paid retirement of 5% of gross earnings after one year. 15 paid holidays per year. Competitive leave allowances. 32-hour work week.

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