



BOYS & GIRLS CLUBS
OF THE GREATER SANTIAM
Serving Lebanon & Sweet Home

POSITION: ASSISTANT TEACHER

WAGE: \$15-17 DOE

HOURS: Scheduled hours are 7:00 a.m. – 1:00 p.m., and/or 12:00 pm to 6:00 pm M-F. Assistants may be sent home if daily enrollment is low.

LOCATION: 305 S 5th St, Lebanon, OR 97355

REPORTS TO: CDC Director

GENERAL DESCRIPTION:

CDC operates 7:00 am to 6:00 pm in the Louis V. Schuldt building and multiple classrooms in the leading Club. Assistants are responsible for the day-to-day safety and supervision of the preschool-age children enrolled in the CDC program. This includes planning and leading quiet games, arts & crafts, academics, drama, sports, and/or other activities that interest children.

JOB FUNCTIONS:

- Provide high-quality care, enrichment, and recreation for preschool-age children enrolled in the CDC programs.
- Plan developmentally appropriate activities for the CDC programs.
- Provide a nurturing environment in which children can grow and develop.
- Provide the **DIRECT SUPERVISION AND SAFETY** of the CDC children at all times. Follow all the Child Care Division Rules & Regulations

QUALIFICATIONS:

CDC assistants should have one year of college with an emphasis in child development, education, recreation, or a related field, OR at least one-year full-time experience working with preschool-age children in an organized and ongoing group setting (i.e., classroom, kindergarten, preschool age child care, recreation program or comparable setting). CDC Assistants must have a current CPR & First Aid Certificate, Online Childcare Health and Safety Training, and be a member of the State Child-care Registry with a current fingerprint on file. (form enclosed).