



POSITION TITLE: After-School Assistant Counselors for Early Childhood
REPORTS TO: EARLY CHILDHOOD ASSISTANT DIRECTOR
STATUS / HOURS: PART-TIME (NON-EXEMPT)

SUMMARY:

- Early childhood care: Monday-Friday, 2-6 pm or 3-6 pm needed immediately.
- Must be at least 17 years old.
- Plays, talks with and cares for children ages 2-5
- Keep an accurate count of children under supervision
- Follows the directions of the lead teacher
- Is polite and respectful to parents and people that you work with
- Comes to work consistently, i.e., is reliable.
- If an adult, have the opportunity to work into f/t position either 7 am-3 pm or 9 am-6pm

Requirements & Responsibilities:

- Work directly with an assigned group as an assistant.
- Help supervise all of assigned group's activities.
- Participate in all staff trainings and meetings.
- Develop relationships with children in your group.
- Enjoy activities with group; children will sense your attitude.
- Help children feel a sense of belonging to the group.
- Understand that children need to make adjustments in a new situation.
- Be friendly but not partial; agreeable but clear.
- Be an appropriate role model; children will model your behavior.
- Maintain positive working relationship with others who work in the preschool.
- Help keep attendance records and turn them in daily.
- Help handle child-to-child problems.
- Arrive at your assigned time.
- Stay until all children have left the DPJCC or you are dismissed by a supervisor.
- Maintain a professional attitude and loyalty to the DPJCC at all times.
- Incorporate Jewish values and ethics and provide safe conditions for all activities.
- Abide by all policies, standards and objectives of the DPJCC and the After-School Program, including but not limited to, our policies of no smoking, no alcohol and no drugs.
- Perform other duties as assigned.