

**Work-Study Title: White Birch Community Center: Childcare**  
**Department: CLP Community Service**  
**Reports to: Eugene Durkee**  
**Length of Employment (check one) Fall \_\_\_\_\_ Spring \_\_\_\_\_ Both \_\_\_\_\_**  
**Student Name:**

<b>Position #: 502f4</b>
<b>Category: Student</b>
<b>Pay rate: \$7.75/hr</b>
<b>Office Use Only</b>
<b>ID:</b>

### Hours Required

Within the timeframe of M-F, 6:30-5:30, 2:30-5:30  
Students able to work during vacations (January and June) strongly preferred

### Position Purpose

The Childcare Assistant is responsible for assisting the Lead Teacher/ Associate Teacher providing a warm, nurturing, and stimulating environment in which young children can grow physically, emotionally, socially and cognitively.

### Motivations/Interests/Skills Required

#### Knowledge, Skills, and Abilities:

- Ability to communicate effectively
- Ability to follow directions
- Ability to work with frequent interruptions and respond appropriately to unexpected situations
- Physical requirements include the ability to bend, stretch, and stoop repetitively; lift up to 40 pounds; climb up and down stairs; have mobility required to insure the safety of the children; fully capable to have visual and hearing capabilities consistent with NH Child Care Licensing Rules safety and supervision requirements; work outdoors in any variety of weather; perform light duty cleaning

#### Educational Requirements and Qualifications:

- Must have, or be able to obtain, and NH ECE Professional Development Credential as a Childcare Assistant Level 1 or higher
- Must be 16 years or older
- Must be able to successfully pass a NH Criminal Background Check and a DCYF Central Registry Check
- Must have Child Care Health Form completed by health practitioner indicating the ability to work with children upon hire and once every three years

### Duties & Responsibilities

#### Essential Functions:

Maintain a program that supports a positive experience for each child.

- Be with the children at all times and actively participate in all appropriate activities, including (but not limited to); music, snack and meal time, art, free play, active play, outdoor play, story time, clean up time, bathroom time, and toilet time.
- Respond sensitively to the interests, requests, and needs of the individual children
- Interact playfully with children and encourage natural exploration and curiosity
- Promote and model good hygiene
- Assist lead teacher (s) in recognizing and recording children's progress
- Greet each child and family and assist in the transition from home to child care setting
- Meet the basic physical and emotional needs of children
- Use positive child guidance strategies to promote pro-social behavior
- Act as an Ambassador for White Birch, maintaining a professional demeanor at all times both on and off site.
- Develop rapport and relationships with parents and families to support children's growth and development.
- Maintain classroom and materials, keeping the classroom environment clean and organized.
- Follow all center policies and adhere to NH Child Care Licensing Rules.
- Work as a member of a team.
- Exercise tact, discretion and maintain confidentiality.
- Complete a minimum of 24 hours in-service training per year in Core Knowledge Areas

- Other duties as assigned

**Benefits to Student Employee**

1. Teaching and activities/leadership experience with elementary-age children, in a professional environment
2. Benefits of working alongside experienced caregivers

**Supervision**

The CLP Director will supervise the student.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Financial Services

\_\_\_\_\_  
Date

**Site Contact**

The White Birch Community Center  
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