New Genesis, Incorporated

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New Genesis Learning Center
Assistant Child Care Provider

Reports To
GSRP Teacher, Childcare Administrator and Executive Director

General Position Summary
The person in this position must be at least 18 years of age and have some training in working with young children. This person must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to fulfill responsibilities in accordance with the center's policies.

Job Responsibilities:
This is a very high quality early childhood program that follows all rules and regulations of the Michigan Department of Education. This position requires one who is a personable and dependable person with a strong work ethic and must have a current, negative TB test, physical, criminal background check, and a child abuse/neglect check. Responsibilities will include, but will not be limited to the following:

- Assist in planning, and implementing the daily program under the direction of the GSRP Lead Teacher and Child care provider.
- Assist in planning and preparing the child care environment, setting up centers and preparing needed materials and supplies.
- Treat children with dignity and respect.
- Help with general housekeeping tasks.
- Supervise the children when the child care provider is out of the room.
- Assist child care provider in any other appropriate way.
- Maintain a professional attitude and loyalty to the center at all times.
- Attend all staff meetings and recommended training programs and conferences in keeping with the state licensing requirements of 24 clock hours of training per year.

Qualifications:

- Must be at least 18 years old
- Preferred Preschool classroom experience
- Must be creative and love children and want to see them succeed
- Possess strong written and verbal communication skills
- Pass Criminal background clearance
- Pass TB & DHS Clearance

Hours:
Full-Time with work hours between 6:00am-6:00pm, Monday-Friday.

COMPENSATION RANGE: $8.15- $9 per hour (commensurate with experience)

TO APPLY: e-mail tamiem@stoneschurch.com to receive application or pick-up and return completed application and resume to:

New Genesis Learning Center
1225 W Paterson St
Kalamazoo, Michigan 49007
Attention: Tamie Moran

DEADLINE: Friday, February 5, 2016