

**SMART START OF NEW HANOVER COUNTY
CHILDREN'S GROUP ASSISTANT**

Contracted Service

Summary:

The Children's Group Assistant is hired to provide occasional assistance to the SSNHC Circle of Parents Children's Group Facilitator.

Essential Duties:

- Supervise and monitor children for safety
- Basic care of children up to age 12, including assisting with hygiene and diapering
- Assist with activities with children to encourage the development in all learning domains, with an emphasis on gaining age appropriate social and emotional skills
- Engage directly with children in activities such as reading, singing, drawing, and playing
- Communicate with Children's Group facilitator and parents regarding their children's growth and development
- Assist with set-up and clean-up of children's programming materials
- Maintain confidentiality;
- Perform other duties as assigned.

Education:

Early Childhood Credentials, Associate's Degree in early childhood education preferred

Experience:

At least 3 years of experience working in the early childhood field or at a childcare facility.

Knowledge, Skills and Abilities:

Broad knowledge of child development, ability to communicate effectively with children of varying ages, their parents, and colleagues, patience and strong interpersonal skills, exercise good judgement, ability work evenings and Saturdays, as needed; and valid driver's license.

Physical Requirements:

Ability to meet the daily duties involved with job that may include bending, sitting, and/or standing for long periods; and lifting up to 25 pounds.

Mental Requirements:

Attention to detail and ability to concentrate for extended periods allowing for some interruption; and requires normal mental capacity and adaptability.