

Order Number:

NY1521260

Date Job Order Received:

01/06/2025

Number of Openings:

1

Company Name:

Hand in Hand Early Childhood Center

Job Title:

Assistant to the Executive Director

Minimum Experience Required:

1 Years

Job Description:

Assistant to the Executive Director Wage range: \$19.50-\$20.50 based on experience
The Assistant to the Executive Director is a full time position who will support the Executive Director in management of a safe, efficient, rich and nurturing childcare experience for our children that is in compliance with all OCFS regulations. Responsibilities will include but not limited to: Answering phones, door monitoring, greeting parents Ensuring all childrens file are up-to-date, including current immunization records Perform monthly fire drills and documenting any repairs that may need to be done Giving tours to prospective families Creating information and enrollment packets New employee background packets Training and mentoring both new and existing employees Ensuring employee training records are current and tracking on the OCFS Training Tracking record Staff schedules and coverage Ensuring employees are following OCFS regulations both in the building and on the playground Observing and helping in classrooms when needed Report to Executive Director with all employee concerns and issues Ideal Candidates: Should be able to work independently when necessary Periodic travel to our other sites Have knowledge and experience working in a childcare facility or other similar background and understand and able to implement OCFS regulations Able to mentor and offer assistance to classroom teachers when needed Have the Core Body of Knowledge to understand childrens varying abilities and developmental stages of children birth through five CDA, Associates preferred but not required as we will train specifically to our needs Interested Candidates: Interested candidates should send their resumes to Jenniffer Bleakley at hihecc.director@gmail.com or drop off to our Lowville center at Hand In Hand 5780 Brookside Circle, Lowville NY 13367 Application deadline is Jan.17th for potential start date of Feb. 1, 2025 For further information call 315-376-9414

Job Location:

Lowville, New York 13619

Pay:

\$19.50 - \$20.50 Hourly

Benefits:

No benefits specified.

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Monday Thru Friday

Shift

Not specified.

Public Transportation:

Not specified.

Minimum Education Required:

GED

Driver Licenses, Including Endorsements:

Not specified.

How to Apply:

To apply, contact the employer by: E-Mail or Phone

Phone: Bleakley, Jenniffer (315) 376-9414

Email: hihecc.director@gmail.com