

Assistant Group Family Childcare Provider

Everyone's Daycare

Bronx, NY

Group Family Day Care Owner/Director

Full-time, Part-time

Onsite

\$16.50 - \$16.50 an hour

Posted on April 28, 2025

Organization Statement

WHO WE ARE About Our Daycare

Welcome to Everyone's Daycare! We are so much more than a place where you drop your children off. In fact, our mission is to give each child a unique learning experience so that they are able to develop their curiosity, imagination, independence, and resourcefulness in a safe and nurturing environment. We believe that early childhood education is very important to each child's future. That's why we make sure the children receive a curriculum that's structured yet filled with play and makes learning fun. Everyone's Daycare promises to make every effort to exceed your expectations for your child both academically and socially. You'll also find that we take the time to build trusting relationships with each child and family.

Job Description

Job Description – Assistant Provider for Group Family Child Care

GENERAL STATEMENT OF DUTIES: Assist in planning and carrying out a daily program designed to meet the physical and developmental needs of a group of children. This person must be sensitive to the needs of individual children and relate well to both the children and adults. Bilingual in English and Spanish, a plus but not necessary

Responsibilities

- Assist in planning, scheduling and implementing the daily program of appropriate developmental experiences for a classroom group of children
- Provide care and protection for assigned children
- Maintain a physical environment conducive to children's growth and development and arrange to promote optimal program functioning.
- Consider and provide for the needs of the individual in relationship to their cultural and socioeconomic background, emotional or physical handicaps and individual style and pace of learning.
- Respect the dignity and basic rights of each child
- Help children learn to adapt to and cope with real-life situations; to develop appropriate habits in such activities as eating, dressing, napping and personal hygiene
- Make daily observations of the health of children, reporting conditions which require attention
- Assist in the maintenance of progress records on the emotional, physical, social and intellectual development of assigned children
- **Participate in staff meetings, training sessions, conferences, workshops and other career development and professional activities from Quality Stars of New York and New York Department of Health including.**
- **Â 30 hour health and safety trainings as required.**
- **Complete continuing education- Hold a CDA certification or Study plan program for a CDA or higher degree in Early Childhood Education studies**
- Assure that equipment and materials are accessible, appropriate and in good condition
- Perform classroom related and other maintenance duties as requested
- Help in the composition of a monthly article for the center newsletter
- Assist with public relations and events and other duties as assigned
- **Maintain a pleasant, comfortable atmosphere for staff, children, families and State and City representatives.**
- **Update your Aspire Registry Profile on the 30th day of each month**
- **8am-5pm or 8am-6pm Monday- Friday**
- **Other Duties required**

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk and hear. The employee is frequently required to walk; sit and taste or smell. The employee must regularly lift and/or move up to 10 pounds,

frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 60 pounds.Â

Qualifications

- **Complete continuing education-** Hold a CDA certification or Study plan program for a CDA or higher degree in Early Childhood Education studies
- **Participate in staff meetings, training sessions, conferences, workshops and other career development and professional activities from Quality Stars of New York and New York Department of Health including.**
- **30-hour health and safety trainings as required.**
- **Have at least 1-3 years of experience working with children in a Early childhood program (Center or GFDC/FDC)**
- **CPR and First Aide Trained**
- **Bilingual in English and Spanish, a plus but not necessary**
- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** CDA Credential (with credit-bearing certificate)

Application Instructions

Ayan Wilson - Owner

[\(347\) 282-0438](tel:3472820438)

aywil8812@gmail.com

Send your resume and cover letter and three letters of references and send it via email with subject line " **Interested in Joining this team!**"

If you do not see a response within 24 hours, please call.Â

Additional Information

Thrilled to welcome you to this amazing team!