



# Program Support Assistant

## Job Description

POSITION: Program Support Assistant

FTE: 14-16 hours per week

Salary: 12.00/hr

REPORTS TO: Site Supervisor / Director of Administration and Human Resources

**RESPONSIBILITIES:** The program support assistant supports the effective functioning of Relief Nursery programs and services through filling a variety of roles from day to day to meet the on-going and emergent needs of the agency. Primary roles include substitute teacher, classroom assistant, substitute receptionist, or substitute bus driver.

### **REQUIREMENTS:**

1. Experience working with children birth through 5 years old and their families
2. Comfort driving small school bus as well as large and small vans (training provided)
3. Current Pediatric First Aid and CPR Certifications
4. Current Food Handler's Card
5. DMV records check with good driving record
6. Background check through the Child Care Division-Central Background Registry
7. Pre-employment drug screen

### **SKILLS AND ABILITIES:**

- Ability to relate sensitively and non-judgmentally with diverse children, families and staff
- Dependability and flexibility
- Good organizational and problem solving skills
- Basic computer and office equipment skills
- Ability to maintain good communication and a professional demeanor with clients, staff and public at all times
- Good physical stamina with the ability to lift and carry children, car seats, and packages, sit in child size chairs and on the floor, run, bend and kneel
- Bilingual in Spanish and English preferred

### **CLASSROOM ASSISTANT /SUBSTITUTE TEACHER**

- Support the classroom teacher(s) in providing children with a sensitive and response therapeutic classroom environment
- Supervise and monitor children at all times and respond appropriately to crisis or emergency situations that may occur

- Communicate warmly and effectively with parents during transitions
- Establish a positive and therapeutic classroom climate guiding behavior of children using positive, effective strategies
- Follow and help lead the classroom routine in a variety of classroom settings
- Encourage experimentation, exploration, problem solving, cooperation, socialization and choice making; ask open-ended questions and follow-up questions to promote learning and thinking
- Release children only to individuals with appropriate signed consent
- Assist in setting up and cleaning up environment (indoor/outdoor) and other “housekeeping” tasks

### **RECEPTIONIST**

Duties include, but are not limited to:

- Answer phones, direct calls, and take messages as needed
- Distribute mail
- Meet and greet public, clients, and volunteers
- Accept, record, and maintain public donations. Give receipts for tax purposes.
- Type and distributes general correspondence for staff as requested
- Stock in-house forms and file documents as requested
- Fax material when requested and distribute incoming faxes
- Announce bus arrivals on classroom days
- Assist with clerical, and light building needs as requested

### **BUS DRIVER**

Duties include, but are not limited to:

- Create driving routes as needed
- Transport children and families to and from Relief Nursery
- Perform safety checks and monitoring of vehicles
- Fill vehicles with gasoline as directed
- Communicate safety concerns, child or family issues, vehicle needs or other emergent issues to supervisor or relevant staff person in a timely manner
- Relay any information from parents to other drivers or information from parents to teachers or supervisors

### **GENERAL:**

- Adhere to all staff policies regarding confidentiality of families and children served by Relief Nursery
- Conduct job responsibilities in accordance with the NAEYC code of ethics, professional boundaries, confidentiality, and strength-based interactions
- Act in accordance with responsibilities and protocols set forth in Oregon Child Abuse Reporting laws and Relief Nursery policy

- Perform other relevant duties as assigned

To apply, please submit cover letter and resume to Dani Smith [danism@reliefnursery.org](mailto:danism@reliefnursery.org)

Position open until filed.

Relief Nursery is an Equal Opportunity Employer