



At Grand Point Early Learning Center (GPELC), we believe in the value and uniqueness of each child we serve. Our childcare experience is designed to promote each child's own individual social, emotional, physical, and cognitive development. As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment, which fosters a child's natural desire to explore, discover, create, and become a lifelong learner. Grand Point Early Learning Center is a non-profit corporation in Chambersburg, PA.

GPELC is currently seeking to fill the following positions: Assistant Group Supervisor and Aide. See below for complete descriptions for these roles. **To apply**, please send your resume, cover letter, and any other relevant information to Tammy Bock at: tbock@grandpoint.church.

AIDE

Status: Part-time

Qualifications & Requirements

- **Education (must have one of the following)**
 - A high school diploma or a general education development certificate
 - A minimum of an 8th grade education and enrollment in a training curriculum described in 3270.31 (relating to age and training.) The classroom training portion of the curriculum shall be completed. Documentation of completion of classroom training and continuing enrollment in the training curriculum shall be included in the staff person's file.
 - A minimum of an 8th grade education and 2 years' experience in childcare.
- Must be able to lift 25 pounds frequently.
- **Supervision**
 - An aide or combination of aides will be supervised at all times by an Assistant Group Supervisor, Group Supervisor, or Director.

Duties and Responsibilities

The Aide is responsible for assisting in the care of children at Grand Point Early Learning Center. As part of this role the responsibilities of the Aide include but are not limited to:

- Assist Group Supervisor and Assistant Group Supervisor with arrival, throughout the day, and departure. Make sure to greet parents and children by name.
- Assist with planned activities, including but not limited to arts, crafts, music, games, meals, snacks, naptime, indoor/outdoor play, and diapering/toileting.
 - Engage with the children to promote healthy social, emotional, and cognitive growth.
 - Supervise children during free play activities, mealtime, and naptime.
 - Maintain proper hygiene and safety standards.
- Develop a warm and nurturing relationship with the children and their parents. Provide a calm, pleasant, and interactive experience for children during meals, naptimes, and other activities.
- Assist children in resolving conflicts to meet the developmental needs of the children.
- Make certain that all injuries, illnesses, parent complaints, and suspicions of abuse are handled appropriately and documented completely.
- Maintain a clean, safe, healthy, and attractive classroom environment according to the standards set forth by the director.
 - Assist with daily cleaning procedures - including but not limited to - sweeping, mopping, vacuuming, dusting, and cleaning of bathrooms. Weekly cleaning of windows, walls, sterilizing of toys, mats, cleaning of outdoor area as needed.
- Assist the Group Supervisor, Assistant Group Supervisor, and Director in any way needed for the successful operations of the childcare center and the needs of the children in its care.



- Maintain personal professional development plan to ensure continuous quality improvement.
 - Attend staff meetings, parent events, workshops, classes, and in-house trainings.