



St. Mark Youth Enrichment  
**Early Childhood Classroom Support**  
Part-time, Hourly, Non Exempt Position

**Principle Responsibilities:** Early Childhood Classroom Support is expected to work closely with the Early Childhood Lead Classroom Coordinators and Early Childhood Team to support coordination & general assistance within Early Childhood. This position will report to the Director of Early Childhood.

Principle responsibilities will include, but are not be limited to:

**Early Childhood Classroom Support:** Works closely with the Early Childhood Team to support child care that aligns with the organization's culture and values of excellence, innovation, and wellbeing.

- Assist and support vision for Early Childhood and implementation of onsite laboratory.
- Support and assist with planned curriculum and enrichment opportunities.
- Work with Early Childhood Lead Coordinators & Team on necessary early childhood documentation.
- Organizing supplies when needed.
- Adhere to emergency processes and procedures.
- Effective and quality Early Childhood support in assigned rooms, assuring organizational mission is carried out.
- Model and carry out effective policies; including policy documents.
- Meet and adhere to necessary HHS requirements.

**Early Childhood General Support:** Assist with general housekeeping & food preparation, serving, and clean up.

- Follow the health and safety policies and procedures to meet & adhere to HHS requirements.
- Kitchen assistance with preparing, storing & clean-up of snacks, and meals.
- Order food for snacks and meals.
- Label and store food properly.
- Various housekeeping tasks needed within the Early Childhood Center.
- Other duties as assigned.

**Qualifications:** Experience in an Early Childhood Education setting. This person must possess organizational skills and demonstrate an ability to communicate effectively with diverse populations. Must have experience working with students and families and thrive in a fast-paced work environment. Strong interpersonal, oral, and written communication skills are required.

**Benefits:** Benefits are limited with this being a part-time position, more information shared at the time of an interview.

**St. Mark Requirements and Reporting**

- Identify with and share the mission, vision, and goals of St. Mark in a constructive manner.
- Participate in all staff and team meetings, as well as approved professional development.
- Assist with parent orientations, communications, and trainings as needed.
- Utilize project management systems that are necessary.
- Assist with special events and fundraisers as needed.
- Follow Employee policy handbook requirements.

- Contribute to a welcoming/inclusive/engaging/solutions-oriented and strength-based environment.

**Hiring is contingent & is dependent on passing both the state and national record checks (fingerprinting) due to HHS guidelines. Also, necessary trainings for HHS guidelines must be completed within 3 months of hire. This position also requires flexibility with hours, including working until 5:30pm. Applicant must be 18 years of age to apply.**

**Additional duties may be added for the benefit of St. Mark.**

If interested in this position, please send a resume to [aavenarius@stmarkyouthenrichment.org](mailto:aavenarius@stmarkyouthenrichment.org)