

## **Arsenal Family & Children's Center Support Staff**

Arsenal Family & Children's Center is seeking a full-time support person who is responsible for providing assistance and support to all Arsenal programs. The position would require the employee to work approximately 7:30 am to 3:30 pm Monday through Friday during the school year with reduced hours for the summer months\*. Arsenal Family & Children's Center is a non-profit center accredited by NAEYC and a Keystone Star 4 facility. Arsenal's mission is to promote and be an advocate for the healthy development of young children.

*\*Considerations can also be made for a split shift or 2 part-time shifts. One shift must be approximately 9:30 am to 3:30 pm during the school year. The second 2-hour shift is flexible.*

### **Essential Functions:**

- Maintaining the philosophy and mission of AFCC
- Maintaining the health and safety standards of the Center
- Assisting in classrooms
- Preparing daily snacks and lunches for classrooms
- Daily cleaning and maintenance of the building
- Shopping for food and supplies for the programs
- Maintaining cooperative relationships with the program staff
- Following all policies and procedures stated in the Staff Handbook.
- Maintaining knowledge of and implementing the guidelines and standards set by NAEYC and Keystone Stars.
- Professional Development as needed
- Performing additional duties as necessary

### **Requirements:**

- Must have a high school diploma
- Preferred experience in Early Childhood setting.
- Must have clearances (FBI/Child Abuse/ Criminal Background/NSOR), current physical, and TB test.

Arsenal Family & Children's Center does not discriminate on the basis of race, color, religious creed, disability, ancestry, national origin, age, or gender.

Please submit a cover letter along with your resume to [melissa.hankin@arsenalfamily.org](mailto:melissa.hankin@arsenalfamily.org)