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**Job Title –** Early Childhood - Program Assistant

**Reports to –** Early Childhood Services (ESC) Manager

**Job Classification –** Full-time, Non-Exempt

Schedule – Varies between 6:30 AM and 6:00 PM.

**Compensation: ($30,160 - $39,936) annually, based on certifications, education and experience**

**\* $2,000 Signing bonus (**after successful completion of 6 months employment**) \***

**Benefits: Health, dental, vision, life insurance, 401K plan, childcare discount (**before, during and after school**), paid holidays, vacation pay, sick pay and personal days, employee assistance program, course reimbursement, paid professional development trainings, a supportive family-friendly work environment.**

**Job Summary:** The ECP Program Assistant assists with program planning, curriculum development, implementing program activities as well as assisting with program evaluation. Also identifies and recruits appropriate participants.

**Essential Duties & Responsibilities:**

* This is a hybrid role: 50% work time in classroom and 50% work time in administration related tasks.
* Deliver direct services to program participants as requested by ECP Manager.
* Manage & update weekly staff schedules, classroom tracking sheets.
* Assist the ECP Manager with participant and program record keeping.
* Complete new family intake orientation, and maintain children’s files in compliance with: State Licensing, YoungStar, and Head Start Performance Standards.
* Assist the ECP Manager & staff in compliance with: State Licensing, YoungStar, and Head Start Performance Standards.
* Attend staff training and meetings as required.

**Physical Demands & Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* While performing the duties of this job, the employee is regularly required to talk or hear.
* The employee is frequently required to stand, walk, climb stairs, stoop, bend and sits on the floor.
* The employee should model and participate in physical activities which includes swim.
* The employee must frequently lift and/or carry 15 to 50 pounds.
* The individual must be able to visually focus and keep sight of all children in their care at all times.
* The individual is required to work outside daily in hot and cold temperatures with the children.
* The noise level in the classrooms can frequently be loud.
* Temperature is generally comfortable and the lighting is adequate.
* Furniture is tailored towards children.

**Education & Experience:**

* Associate Degree in early childhood or Bachelor’s degree in related discipline, required
* Hold a current Level Twelve on the Registry Ladder, required
* Shaken Baby Syndrome Prevention & Sudden Infant Death Syndrome (SIDS) training, required before first day
* Infant/Child CPR/AED and WMELS training, within first three months of employment
* Provide verification of required continuing education hours.

**How to Apply:**

Send resume and cover letter to Phan Sanford, Early Childhood Program Manager, at [hroffice@nh-milw.org](mailto:hroffice@nh-milw.org)

**NEIGHBORHOOD HOUSE HISTORY AND IMPACT:**

Established in 1945, the mission of Neighborhood House of Milwaukee (NH) is to build a strong community by strengthening individuals, families, and the neighborhood. One of Milwaukee’s oldest service agencies, we are celebrating our 75th anniversary this year. At NH, we believe a brighter future begins with a positive vision. Our programming opens doors for people and empowers them to improve their lives and realize their dreams. We served over 4,200 children, youth and adults last year. Our International Learning Center, the largest refugee education effort in the State of Wisconsin, brings important refugee, citizenship and ESL services to more than 500 individuals and their families annually. Finally, our 93-acre nature center and preserve in the central Kettle Moraine of Dodge County is a key part of the strong environmental ethic that is part of our overall efforts.

While our families now come from across the city, Neighborhood House primarily serves a central city Near Westside neighborhood, bounded by Hwy 41 on the west, I-43 on the east, Cherry Street on the north, and I-94 on the south. Our services are based in our home on Richardson Place, but we also work from multiple locations in the region.

Much more program info is available at [www.neighborhoodhousemke.org/](http://www.neighborhoodhousemke.org/)

**Neighborhood House is an AA and Equal Opportunity Employer**