

## **Position Description**

**Title:** Toddler Enrichment Program and Session Leader

**Supervisor:** Youth Services Coordinator

**Qualifications:**

Minimum of a two-year degree in Child Development of related field and/or five years experience in a day care or preschool environment.

Must submit freely to a criminal background check and finger printing and provide valid references.

**Responsibilities:**

Follow rules, regulations, and policies established by The Carr Center.

Attend staff meetings and trainings as requested by The Carr Center.

Maintain attendance. Be on time. Notify your supervisor when there is a variation in schedule.

Maintain confidentiality of all clients.

Supervise and/or lead the overall learning activities, discipline and safety of clients in assigned Youth Programs.

Maintain and increase knowledge and understanding of child growth and development, and best practices through continuous professional development.

Plan for activities and experiences that account for individual needs and differences, group needs and interests, cultural, social, and physical uniqueness, and agency goals and policies.

Prepare Toddler Enrichment lesson plans and coordinate all activities with the Youth Program Coordinator. The following will be included on a daily basis: one art activity per day, one story time activity per day, supervise creative play, circle time activities, and outdoor playtime when appropriate.

Assist children with toileting and hygiene.

Use positive methods of child guidance. Do not engage in corporal punishment, emotional or physical abuse of any kind.

No child will be left alone or unsupervised while under your care or the care of someone you supervise.

Assist with the preparation of a monthly newsletter distributed to the children's parents. Prepare displays and decorations for the Center's bulletin board and classroom.

Supervise assistant teachers, volunteers and others while in the classroom.

Document and report unusual behavior incidents observed or information disclosed by a child.

Coordinate and lead sessions of Safety Town.

Assist in supervising volunteers at Safety Town.

Assist with set up, preparation and tear down for Safety Town.

Other duties as assigned.

**I have read and understand the above position description. I verify that I am able and agree to fulfill all duties and responsibilities.**

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Signature

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Date