



**BOYS & GIRLS CLUB  
OF GREATER NASHUA**

**POSITION TITLE:** Lead Teacher Kindergarten Prep (4 year olds)

**DEPARTMENT:** Child Care & Early Learning Center

**REPORTS TO:** Director of Child Care & Early Learning

**TYPE OF EMPLOYMENT:** Part Time

**COMPANY DESCRIPTION:** The Boys & Girls Club of Greater Nashua Early Learning Center is a licensed child care program that provides high quality child care services for children ages 6-weeks through third grade. The Early Learning Center is part of the Boys & Girls Club of Greater Nashua, our mission is to enable all young people, especially those who need us most, to reach their potential as productive, caring, responsible citizens.

**PRIMARY FUNCTION OF THIS ROLE:** We are seeking a committed, energetic lead teacher for our Kindergarten Prep 4 year old room to join our team. As the kindergarten prep teacher you will aid children in social, emotional, cognitive, and physical development. Teachers are responsible for fostering a warm, welcoming environment of growth for our youngest Club members.

**KEY ROLES (Essential Job Responsibilities):**

- Work to create a safe, engaging, and nurturing environment for young children
- Teaching basic skills such as color, shape, numbers, and letter recognition
- Planning and carrying out curriculum
- Helping children develop positive self-images and experience success
- Encouraging the exploration of interests and developmental social skills
- Developing schedules and routines ensuring physical activity, rest, and playtime
- Teaching children how to play fairly with others
- Maintain an open line of communication with each family
- Disciplining bad behavior and rewarding good behavior
- Observing, assessing, and documenting each assigned child's health, skills, behavior, growth, and development
- Identifying any physical or mental development concerns in assigned children
- Meeting with parents to discuss concerns
- Optimizing children's developmental, intellectual, and social achievements in class activities
- Providing leadership and guidance to other staff and colleagues

- Maintain group and state daily attendance logs

**REQUIRED:**

- Patient, creative and nurturing individual who contains a genuine passion for working with young children
- Strong communication skills
- Committed to stay familiar to NH licensing requirements as they are changed & revised
- Willing to embody the organizations mission to enable all young people – especially those who need us most – to reach their full potential as productive, caring, responsible citizens
- First Aid/CPR Certified
- Must complete 18 hours of professional development on an annual basis

Lead- Minimum of 5 years of experience working with young children

**SCHEDULE:**

8:30am - 2:30pm

**COMPENSATION:**

\$17.00-\$20.00 per hour

**BENEFITS:**

- Dental insurance
- Employee assistance program
- Employee discount
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

**ABILITY TO COMMUTE/RELOCATE:**

Nashua, NH 03060: Reliably commute or planning to relocate before starting work (Required)

**For more information about this role, please contact [csanchez@bgcn.com](mailto:csanchez@bgcn.com)**