



**BOYS & GIRLS CLUB
OF GREATER NASHUA**

POSITION TITLE: Infant/Toddler Teacher

DEPARTMENT: Child Care & Early Learning Center

REPORTS TO: Director of Early Learning Center

TYPE OF EMPLOYMENT: Full-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 Infant/ Toddler teacher for our 6-week - 2-year-old room to join our team. As the Infant/Toddler 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):

As the Boys & Girls Club of Greater Nashua Infant/ Toddler Teacher, your responsibilities include:

Classroom Duties:

- Lead planning of engaging age-appropriate activities and carrying out curriculum
- Work to teach basic skills such as color, shape, numbers, and letter recognition
- Teach and model positive peer relationships
- Encouraging the exploration of interests and developmental social skills
- Developing schedules and routines ensuring physical activity, rest, and playtime
- Maintain the health and wellness of each child. This includes handwashing, diapering, & feeding.
- Addressing concerning or unsafe behavior appropriately and guide children in making safe and positive choices during free play, as well as during structured activities
- Maintain an open line of communication with each family through Brightwheel and face-to-face interaction

- Observing, assessing, and documenting each assigned child's health, skills, behavior, growth, and development
- Identifying any physical or mental development concerns in assigned children
- Use knowledge of each child's developmental, intellectual, and social achievements in class activities to create curriculum that helps them work toward individualized goals

Administrative Duties:

- Providing leadership and guidance to other staff and colleagues
- Attend staff meetings, teacher planning meetings, one-on-ones with supervisor, safety Committee meetings, etc.
- Assist Director of Childcare and Early Learning and Senior Director of Finance & Business Operations with setting the goals of the department
- Model positive and strong communication & problem-solving skills
- Meeting with parents and Director of Childcare and Early Learning to discuss concerns of academic and behaviors of child to work towards a resolution.
- Maintains current participation records in my club hub
- Participate in ongoing training sessions

Safety & Compliance:

- Maintain daily attendance logs. This includes obtaining parent signatures at drop-off and pick-up
- Provide time-stamped updates on Brightwheel. This includes diapering, napping, feeding, pictures, etc.
- Sanitize & disinfect classroom and materials as required by childcare licensing
- Maintain the health & safety of each child. This includes following sick policy, name-to-face attendance checks, accident reports, maintaining close supervision, zoning, etc.
- Daily room checks and equipment checks to ensure workplace safety
- Promotes a culture of safety within the organization

REQUIRED:

- Patient, creative, and nurturing individual who has a genuine passion for working with young children
- Strong communication skills
- Committed to staying familiar to NH licensing requirements as they are changed & revised
- Willing to embody the organization's 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

Associate-Minimum of 3 years of experience working with young children

SCHEDULE:

8:30am-5:30pm

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 ncampbell@bgcn.com