

SETON HILL CHILD SERVICES, INC

JOB POSTING

Center Assistant

Greensburg

RATE OF PAY: **\$10.00/Hr** plus benefits: medical, dental, vision, term life, short term/long term disability, 401K, dependent daycare discount, paid holidays, personal time

HOURS PER WEEK: **35**

REQUIREMENTS: High School Diploma or GED with child care experience preferred.

APPLY: **Send Resume to:**
Shannon Pianko/HR Specialist
105 Hartman Rd.
Greensburg PA 15601

Email:shannonp@shchildservices.org

Fax: 724-834-1346 Attn:Shannon

Apply online: www.shchildservices.org

RESPONSIBILITIES:

- Assists with overall maintenance of the center.
- Serves as a resource to center staff & teachers.
- Ensures center compliance, Head Start Performance Standards and DPW Regulations are met.
- Demonstrates professionalism in performing duties and interacting with co-workers and parents.
- Maintains daily enrollment at capacity and actively recruit families
- Develop, support, nurture, and document parent & community partnerships.
- Performs all duties as assigned by supervisor.

SHCS IS AN EQUAL OPPORTUNITY EMPLOYER