

## **Economic Opportunity Program Inc. Job Vacancy Announcement**

650 Baldwin Street, Elmira NY 14901 607-734-6174

Position: Substitute Program Aide(s)

Distributed To: In-House/DOL

Posted On: 8/11/2021

Location: EOP Birth to Five School Readiness Program

Rate Of pay: \$12.50/hour

Closing date for Receipt of application/resume:

Send To: Kim Doud  
650 Baldwin Street  
Elmira, NY 14901  
kdoud@cseop.org

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### **Job Description:**

Program Aide(s) needed for comprehensive multi-disciplinary preschool. Must be 18 years of age with a high school diploma or equivalent required, or at least 17 years of age taking college coursework through a high school program. Experience in a preschool setting a plus. Full-time (30hrs/week), 10-month position. Summer unemployment and full benefits are available.

Send letter of interest, resume, EOP employment application, copy of diploma and 3 letters of reference to: EOP Head Start, attn.: Kim Doud, 650 Baldwin Street Elmira, NY 14901.

### **Job Responsibilities**

1. Works directly with preschool children, supervising their individual and group learning, indoor and outdoor play activities, science and math, music and art, gross and fine motor, hygiene, and nutrition programs.
2. Assists with toileting, tooth brushing and hand washing. Models appropriate eating habits, tooth brushing and hand washing for the children.
3. Sets up and cleans up from breakfast, lunch, and snack time.
4. Prepares meals and snacks as needed.
5. Maintains a positive learning environment for the children where they always feel safe and secure.

A valid and clean NYS driver's license is required.