



Employment Opportunities
Helping People. Changing Lives.

Title: Nutrition Child Care Aide - Chatham

Designation: Regular/Full-time/Part Year – 7 hours/day - 5 days/week – 43 weeks/year

Head Start is a federally funded program that provides high quality early childhood education, development, healthcare, social and nutrition services to children and their families. You can make a real difference in the lives of young children and their families in Columbia County, NY.

Head Start Nutrition Child Care Aide (Chatham) – The successful candidate for this entry level early childhood position will:

- Set up and serve family style meals to 3 and 4-year-old children
- Maintain a safe and sanitary classroom setting
- Assist in creating an environment that encourages preschool children to explore learning while interacting with other children and caring adults
- Help plan meaningful learning experiences
- Assist with record keeping, including the use of online data collection tools

Education and Experience:

- A high school diploma or equivalent is required
- Experience working with preschool age children is preferred
- Basic computer competency skills are required

Other:

- This position requires a clean, valid, New York State driver's license.
- Fluency in English & Spanish is desirable.
- All Head Start employees are subject to inquiry with the New York State Central Register of Child Abuse and Maltreatment and a New York State and federal Criminal History Check

Benefits:

- Professional development opportunities
- Employee health, dental & vision insurance with employer contribution
- Flexible spending account
- 100% employer paid life Insurance
- 401 K Plan
- 11 paid holidays, paid school vacation days; generous sick and personal leave benefits
- Employee Assistance Program

Submit cover letter and resume to:

Gail Paone at Columbia Opportunities, Inc., 540 Columbia St., Hudson, NY 12534

Or by email - humanresources@columbiaopportunities.org

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