



## All Cubs, LLC

<b>Job Title:</b>	Early Childhood Assistant	<b>Job Category:</b>	Office
<b>Department/Group:</b>	Early Childhood Education	<b>Job Code:</b>	00001
<b>Hourly/Salary Range:</b>	\$9-\$11	<b>Position Type:</b>	Full Time/Part Time
<b>HR Contact:</b>	Jose Rodriguez/Caridad Tatis	<b>Date posted:</b>	10/1/2017
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	12/31/2017
<b>Online or In-Person</b> <a href="http://www.allcubs.com/careers">www.allcubs.com/careers</a> or Please see someone at the front desk.	<b>Any questions or concerns please feel free to email HR@allcubs.com.</b>		
<b>Job Description</b>			
<b>Role and Responsibilities</b> Highly dependable and flexible individual seeking to have multiply roles within one job title. Can multitask and follows directions to a tee. Rarely fades from the objective and is highly dependable. Eager to assist children of all ages reach their full potential. <ul style="list-style-type: none"> <li>Assisting classroom professionals meet center's goals.</li> <li>Provide additional support in children's growth and well-being.</li> <li>Build communication and rapport with Clients.</li> <li>Help keep center litter free.</li> <li>2nd responder to all calls, faxes and emails.</li> </ul>		<b>Qualifications and Skill Requirements</b> <ol style="list-style-type: none"> <li>Prior learning center/daycare experience.</li> <li>Organized and reliable.</li> <li>Does not breakdown easily under pressure and high-volume work.</li> <li>Excellent customer and client services.</li> <li>Dedicated to assist children reach full potential.</li> </ol>	
Reviewed By: Caridad Tatis			
Approved By: Jose Rodriguez			
<b>Last Updated By:</b>		<b>Date:</b>	