

# First Steps Learning Academy

<b>Job Title:</b>	Child & Youth Program Assistant	<b>Job Category:</b>	CC-01
<b>Department/Group:</b>	Caregiver/Teacher Assistant	<b>Job Code/ Req#:</b>	CC0100
<b>Location:</b>	1588 HWY 20, Freeport, FL 32439	<b>Travel Required:</b>	NO
<b>Level/Salary Range:</b>	Entry/	<b>Position Type:</b>	Caregiver / Other Staff Member
<b>HR Contact:</b>	Brittney Hay	<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>	Yes, with Restrictions	<b>Posting Expires:</b>	Indefinite
<b>External posting URL:</b>	www.firststepslearningacademy.com		
<b>Internal posting URL:</b>	BHay/Director@firststepslearningacademy.com		
Qualifications		Additional Requirements	
<ul style="list-style-type: none"> <li>❖ Must be 18yrs of age</li> <li>❖ Must have a High School Diploma or the equivalent</li> <li>❖ Must be able to read, write, and speak English</li> <li>❖ Must be able to lift 40lbs or more, pass specific physical requirements (AND) stand for long periods of time</li> <li>❖ Must satisfactorily complete MANDATORY state and national criminal background checks</li> <li>❖ Must have a VALID Driver's License and good driving record if required to transport children.</li> </ul>		<ul style="list-style-type: none"> <li>❖ Must obtain 40hrs of introductory CC Training</li> <li>❖ Must obtain CPR &amp; Pediatric First Aid certification</li> <li>❖ Must submit Affidavit of Good Moral Character</li> <li>❖ Must submit COMPLETED employee application package (checklist attached)</li> <li>❖ Must possess maturity, good judgment, and like working with children!</li> </ul>	
Job Description			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>Little or no previous training or experience is required, however you will be responsible for the following duties, in addition to other possible task.</p> <ul style="list-style-type: none"> <li>• Accountable for the whereabouts and safety of children and youth ranging in age from 6 weeks to 18 years.</li> <li>• Assists in providing and leading planned activities</li> <li>• Assist children and youth with special projects, homework, and life skills</li> <li>• Performs simple routine task following step-by-step instructions</li> <li>• Helps establish a program environment and promotes positive child and youth interactions with children, youth, and adults</li> <li>• Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate the daily schedule.</li> <li>• Uses prepared curriculum/program materials and assists with developing a list of needed supplies and equipment</li> <li>• Helps create adult-made games and play materials (play dough, assembling props, etc.)</li> </ul> <p>Interactions with Families, Staff, and Children</p> <ol style="list-style-type: none"> <li>1. Interacts with children and youth using approved child guidance and youth development techniques as provided by the supervisors</li> <li>2. Attends to the physical needs of the children, as applicable</li> </ol>			

3. Interacts professionally with staff members, parents, supervisors, and volunteers
4. Supervises children and youth during daily schedule of indoor and outdoor activities, on field trip outings, and special events
5. Promotes and models safety, fitness, health, and nutrition practices
6. Cares for special needs children and youth as directed by the supervisor

**FACILITY COMPLIANCE**

- Notifies supervisor of health, fire, and safety compliance concerns
- Helps arrange for/serve appropriate snacks/meals, where applicable
- Observes program participants for signs that may indicate illness, abuse or neglect, and report as directed. **YOU WILL BECOME A MANDATED REPORTER IF YOU TAKE THIS JOB!**
- Observe and conform special instructions provided by parents
- Ensure that children and youth depart with an authorized person according to written parental instructions
- Assist in maintaining program participation data and completing required daily reports
- Participates in program evaluations as required
- Ensures compliance with policies and regulations applicable to “The Florida Department of Children and Families”

**ADDITIONAL NOTES**

Must perform other related duties as they are assigned.

Applicant Signature:		Date:	
Accepted By:		Date:	
Approved By:	DIRECTOR Brittney Hay	Date/Time:	

# First Steps Learning Academy

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Specify your training specific to this job: \_\_\_\_\_

Do you have an Active Staff Credential: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever held a childcare license with the department of children and families or provided childcare in a licensed/accredited childcare facility? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

While employed in a childcare program, have you ever been the subject of disciplinary actions or been the part responsible for a childcare facility receiving an administrative fine or disciplinary actions?? YES  NO  If yes, explain? \_\_\_\_\_

Have you ever been charged, convicted, or suspected in the neglect, abuse, and/or endangerment of children? YES  NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**References**

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?      YES      NO  
                       

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_