



**BOYS & GIRLS CLUBS  
OF KENNEBEC VALLEY**

**EMPLOYMENT OPPORTUNITIES**

We are looking for enthusiastic and energetic individuals who loves working with children to join our team!

**Early Childhood Education Assistant Teacher**

**Full-time with Benefits**

This is a Monday-Friday, 40 hour per week position. The EC Assistant is responsible for assisting Early Childhood Classrooms, infant through K-1.

**Experience and Skill Requirements:** The following experience and skills are considered essential:

1. Prior experience working in Early Childhood Program.
2. Education in the field of Early Childhood Education
3. Ability to establish Boys & Girls Clubs programs.
4. Ability to effectively communicate, both orally and in writing.
5. Ability to establish and maintain effective working relationships.
6. Ability to effectively work with families.
7. Must possess a sincere interest and commitment to quality early childhood programming.
8. Available to work any hours between 6:30 am – 5:30 pm

**Salary and Benefits:**

Salary Range \$13.80 - \$16.00 per hour depending on experience and education

Benefits:

- 50% of health insurance cost
- 13 paid holidays
- 8 hours per month of each vacation and sick time
- Employer pays 50 % of long-term disability
- Discounted Early Childhood Child Care fees for employee's children (depending on available spaces)
- FREE School Age Child Care for employee children
- One time salary life insurance
- 3% Match for Simple IRA
- Short-term disability available
- Vision coverage available



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**Minimum Education Requirements:** The following education requirements are preferred:

1. CDA, Associate degree or bachelor's degree in School Age Education or in a related field.
2. Willing to train if necessary.

**Additional Knowledge, Skills and Ability requirements:**

To effectively communicate, both orally and in writing, to establish and maintain effective working relationships, to effectively work with parents and must possess a sincere interest in commitment and ability to the provision of quality programs for children and families.

**Child Care Assistants**

These positions are a Monday-Friday 25-35 hours per week.

**Experience and Skill Requirements:** The following experience and skills are considered essential:

- Prior experience working in Early Childhood programs
- Ability to lead activities.
- Ability to effectively communicate with children and staff.
- Ability to maintain effective working relationships.
- Ability to effectively work with families.
- Must possess a sincere interest and commitment to quality early childhood programs.

**Salary and Benefits:**

Salary Range \$13.80 - \$15.00 per hour depending on experience and education

**Minimum Education Requirements:** The following education requirements are considered preferred:

- Must be 17 years of age
- Experience working with children preferred



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**Submit resume and letter of interest to Ingrid Stanchfield at the email below.**

**Positions will be filled as soon as qualified applicants is found.**

**No phone calls.**

**Please submit to:**

Ingrid Stanchfield, CEO of the Boys & Girls Clubs of Kennebec Valley

E-mail: [istanchfield@bgckv.org](mailto:istanchfield@bgckv.org) Website: [www.bgckv.org](http://www.bgckv.org)

Boys & Girls Clubs of Kennebec Valley is an EEO/AA Employer