



Example of Childcare Assistant Job Description

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Our growing company is hiring for a childcare assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for childcare assistant

- Recording attendance
- Attending mandatory meetings
- Completing all forms and documentation related to the course and all documentation required by the College
- Be energetic and professional in a small office environment
- Serve as primary administrative support to management staff
- Provide administration and clerical support in a variety of areas
- Answer incoming calls and make outbound inquiries
- Enter information into database as needed
- Separate and distribute mail to appropriate personnel
- Attend office meetings and run office errands

Qualifications for childcare assistant

- Some Youth Leadership, Childcare
- Ability to guide instructional plans for homework, arts or crafts and computer skills
- Ability to assist with the implementation of a specialized instructional program
- Ability to watch and redirect inappropriate student behavior
- Ability to work effectively with children and adults
- Diploma of Early Childhood Education and Care (or previous equivalent)