



refugee development center

Early Childhood Assistant (10 hours/week, Evenings)

About the Refugee Development Center Early Childhood Program:

We provide early childhood instruction to refugee and immigrant students ages 0-5 while their parent is involved in other RDC programming. We are seeking an assistant position who rotates in both our nursery room for children ages 0-2 and in our early childhood room for children ages 2-5.

Positions:

- **Early Childhood Assistant (ages 0-5)**

Schedule:

Mondays - Thursdays 5:00pm-7:30pm

Start Date:

March 3, 2025

Pay: \$15.00-16.00/hour

Responsibilities and Duties

- Follow all program procedures regarding safety and wellbeing of children
- Conduct daily programming for early childhood newcomer students
- Teaching and following a daily routine
- Adapting the program to suit the needs of the individual child or group
- Consistently planning innovative ways of keeping children actively engaged
- Imparting knowledge to children through fun and play
- Ensuring the social and emotional growth of the child
- Maintain a safe learning environment following program standards
- Supervise volunteers in the early childhood classroom
- Attending team meetings as appropriate
- Collect and maintain student information
- Converse with refugee/immigrant parents as needed; using cultural broker (including language interpretation) support as needed.

QUALIFICATIONS

Required

- Candidate should have previous experience working with early childhood students (0-5 year olds), including experience caring for infants.
- Ease with working with diverse populations.
- CPR/First Aid certified; or willingness to be trained
- Ability to exercise patience when interacting with children.
- A flexible, caring and approachable nature.
- Must be able to physically lift and support children up to 40 lbs and able to sit on the floor with children

Preferred

- Associate degree in early child development or a minimum of two years experience in the field.
- Multi-lingual (Arabic, Dari, Pashto, Kinyarwanda, Swahili, or Somali)
- Experience working with refugee and immigrant populations.

How to Apply:

Send resume & cover letter, complete with reference contact information, to Kristina Sankar, Assistant Director, at ksankar@rdclansing.org by Sunday, February 23, 2025.

EEO Statement:

Refugee Development Center (RDC) believes we are better together and is an equal opportunity employer who truly values diversity at our organization. Therefore, RDC adamantly opposes any discrimination based on characteristics protected by federal, state, and local laws, (including the following: race, religion, skin-color, sex, national origin, gender identity or expression, sexual orientation, age, genetics, marital status, veteran status, or disability status) and enthusiastically encourages those of diverse backgrounds to apply.