

JOB OPENING: THE INC. PLAYSCHOOL ASSISTANT



www.theinccoworking.org | ph: (206) 659-5978 | hello@theinccoworking.org

Overview of The Inc.

The Inc. Community Coworking + Playschool is a 501(c)3 nonprofit that aims to achieve gender equity in entrepreneurship, the workplace, and at home through the creation of community-driven, neighborhood-centric workspaces for parents with on-site care for their young children.

About The Inc. Playschool

The Playschool is The Inc.'s on-site toddler and preschool program whose purpose is to support parents of young children by providing a quality childcare and preschool experience with a flexible schedule. The Toddler Room welcomes steady walkers up to 2.5 year olds, while the Preschool Room welcomes children 2.5 years old through PreK. Drop-in hours are between 9am-1pm, Monday-Friday and the daily schedule includes a variety of activities designed to encourage children to practice growing development skills in fun ways, while their parents work nearby.

About the Inc. Playschool Assistant Position

This position will be responsible for supporting the Inc.'s daily operations by assisting teachers in the classroom, providing a welcoming environment for The Inc.'s members and families and assisting with administrative member support.

Duties and Responsibilities

Classroom Support

- Assist teachers in the classroom during school hours and support daily planning and curriculum implementation
- Meet the physical, emotional, intellectual, and social needs of a mixed-aged group of children
- Encourage children to interact with each other and resolve occasional conflicts
- Supervise children at all times
- Become familiar with emergency procedures and protocol
- Clean and sterilize equipment and toys

Operations & Member Admin Support

- Open and close the The Inc., including tasks like making coffee, tidying coworking rooms, maintaining space and classroom upkeep, and updating notification boards
- Greet members and children by name
- Monitor daily bookings, waitlist, and update teachers on day-of booking changes

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- Monitor inbox inquiries and respond promptly to information queries and emails
- Assist with member intake, onboarding, and registration and maintain accurate electronic data and paper files of families
- Assist with other assignments as needed

Qualifications

- Ability to work 25-30 hours a week during The Inc.'s hours of operation (Mon-Fri, 8:00am - 1:30pm), starting approx. Aug 26, 2019
- Highly organized with excellent verbal and written communication skills
- Ability to take initiative and work independently without direct supervision
- Exceptional interpersonal skills and ability to work as a team in a small office setting
- Working knowledge of Google docs
- Experience with using a CRM system is preferred
- Ability to be flexible, multi-task and work in an ever-changing environment
- At least 2 years of childcare experience in a professional setting required
- Current Certification in Child First Aid & CPR or ability to obtain within three months
- Pass background check

Benefits

- Starting salary \$16-18/hour
- Discounted childcare for up to 2 children
- Paid sick time and personal time
- Opportunity to build and grow a preschool program from the ground up

To Apply

- Apply by sending a cover letter and resume to jobs@theinccoworking.org

The Inc. is an equal opportunity employer. We believe that every employee has the right to work in surroundings which are free from all forms of unlawful discrimination. It is our policy that all decisions involving any aspect of the employment relationship will be made without regard to race, color, sex, religion, age, national origin, marital status, sexual orientation, gender identity, the presence of any sensory, mental, or physical disability, veteran and military status, genetic information, political ideology or any other status or characteristic protected by local, state or federal law. Discrimination and/or harassment based on any of those factors are inconsistent with our philosophy of doing business and will not be tolerated.

With regard to applicants or employees with disabilities, the organization offers what the law refers to as "reasonable accommodation" to enable a person to perform his or her job.