

CAP Services, Inc.
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JOB BULLETIN

To: All CAP Offices
From: Jill Giddings, HR Generalist
Date: February 13, 2012

JOB TITLE ***Classroom Assistant Childcare***

Work site: Children's Discovery Center-Stevens Point
Start Date: ASAP
Starting Pay: \$8.50-\$9.52per hour, depending on experience
Status: FT, 37.5 hours per week, full year
Benefits: Personal, vacation and holiday time; Flexible Spending Account; 401K; access to health and dental insurance and to career development funds.
Duties: Assist teaching staff with classroom routines, transitions and activities for all children in the child care program. Assist in maintaining the center in a clean and sanitary condition. Provide general support to the child care center as needed.

Minimum Qualifications: Completion of high school or equivalent; completion of one course in Early Childhood Education through an institute of higher education, and six months related work experience working directly with children. Employee must be physically and emotionally able to work with young children and successfully pass a physical, TB test and a pre-work screen. Employee must be able to lift and carry up to 50 pounds to maintain the safety of children, and must also have the ability to stoop, kneel, bend, twist, and to pull heavy objects.

Must be able to travel locally and have access to an insured vehicle.

**Deadline to
Submit Resume
& Cover Letter:** 5pm Friday February 24, 2012

Equal Opportunity Employer