

Early Impact Preschool Classroom Aide

Position Status: Part time, Hourly

Schedule: 12 – 16 hours / week; Monday – Thursday

Location: Pittsburgh North Side

Parking: Free parking is available on-site for staff members

Who We Are:

Urban Impact is a Christian community development nonprofit ministry that desires to see lives holistically transformed in the North Side community one person, one family, and one block at a time who, in turn, make a powerful impact locally and globally for Jesus Christ. Our mission is to do our part in fulfilling Christ's Great Commission on the North Side of Pittsburgh by following His model of holistic ministry by investing in the lives of at-risk children, youth, and their families to develop mature, responsible followers of Jesus Christ. If you are a dedicated follower of Jesus Christ and believe you are called to be a fellow worker in this mission, then we invite you to review the duties and qualifications listed below.

Summary:

The Early Impact Preschool Discoveries Classroom Aide will be responsible for caring for and supporting the early education of the children enrolled in Preschool Discoveries class. Aides will work with the classroom teacher to organize and support classroom activities to provide a safe, quality, and enjoyable learning environment for UIF's preschool students.

Responsibilities:

- Supporting in the design & implementation of lesson plans
- Helping with dismissal
- Prepping supplies for lessons
- Aiding in gross motor activities
- Help with developmental assessments
- Distributing snacks to children
- Make sure that each child is being well cared for during the day by performing a variety of tasks such as diapering/toileting, feeding, playing, etc.
- Clean classroom spaces daily
- Maintaining open communication with program manager, co-teachers and parents
- Provide spiritual development for the children through Bible stories and songs
- Assist in editing lesson plans and tracking data for assessments

Required Skills and Experience:

- Experience working with young children
- Strong oral and written communication skills
- Strong organizational skills
- Detail oriented
- Ability to work well in a non-structured environment
- Flexible and adaptable in a rapidly changing environment
- Ability to communicate with all levels of personnel and volunteers

- Experience with Microsoft Word, Excel, and PowerPoint preferred

Organizational Requirements:

- National and state clearances will be required
- Driver's license and clear driving record
- Urban Impact employees are expected to align with the organization's faith-based mission and be a living example of the mission of Jesus. At Urban Impact Foundation, we don't just want our staff to be highly qualified in their professional skills. Since ministry is a holy calling, our staff must be believers in and committed followers of Jesus Christ, morally sound, and committed to the vision of Urban Impact. We require that our spiritual beliefs, detailed at <https://uifpgh.org/our-beliefs>, are not only to be understood and believed, but also lived out in the everyday lives of our staff.

How to Apply:

If you are interested in a growing, dynamic ministry and possess the job qualifications listed above, please email your resume, a cover letter of interest, and a brief statement of faith to:

humanresources@uifpgh.org.

This description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the essential job elements.