

Early Impact (preschool-age) Classroom Aide

Position Status: Part time | Hourly

Schedule: Monday – Thursday 8:30 a.m. – 4:30 p.m.

Location: On-site at our 600 E. North Ave., Pgh 15212

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

Benefits: Pittsburgh Sick Days Act; 401k contribution upon eligibility; supportive and encouraging work environment with casual dress code

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. Urban Impact employees are expected to be a living example of the mission of Jesus; our beliefs must not only be understood but lived out in everyday life. 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.

Position Summary:

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

Responsibilities:

- Support the implementation of lesson plans
- Help with dismissal
- Prep supplies for lessons
- Aid in gross motor activities
- Help with developmental assessments
- Distribute snacks to children
- Make sure that each child is well cared for during the day by performing a variety of tasks such as diapering/toileting, feeding, playing, etc.
- Maintain open communication with program manager, teachers, and parents
- Clean classroom spaces daily
- Provide spiritual development for the children through Bible stories and songs

Required Education, Skills and Experience:

- Proficiency in Microsoft Outlook, Word, Excel, and PowerPoint
- 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
- Desire to serve young children

Preferred Education, Skills and Experience:

- Driver's license and clear driving record preferred

Travel required

- Local travel to staff events and meetings

Clearances Required:

National and state background clearances will be required.

Organizational Requirements:

- Three-year commitment appreciated
- 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. All three items must be submitted.

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.