

**Southwest Montana Arts Council**

**Job Title:** Early Learning Center Support Staff (ELCSS)

**Rate or Range of Pay per Hour:** \$8.50-9.50 per hour depending on previous experience

**Begin and End Dates:** August 1, 2017 (or as early in August as possible)—May 31, 2018 (or as late in May as possible)

**Work Schedule-Days and Hours:** Monday through Friday from 3:45-5:45 (two hours per day could be moved to the morning, 7:30-9:30, if that would work better with the student's schedule)

**Total Hours/Week:** 10 (more hours might be possible)

**Description of Duties:** ELCSS will work in the proposed ACCESS Early Learning Center. The ELCSS will work directly with children ages 2-6, providing supervision and positive guidance. Additionally, the ELCSS will be responsible for light cleaning and care of the facility (washing of tables, sweeping of floors, etc.) and some office work (printing, copying, etc.).

**Qualifications and Experience (indicate preferred or required):** The successful candidate for ELCSS will have the following qualifications/experiences...

**Required**

- Desire to work with young children
- Interest in the arts

**Preferred**

- Early Childhood, P-3, Elementary Ed, or Art K-12 major
- Experience working with young children