

# Child Care Assistant

Let's Have Fun

Bronx, NY 10469

Assistant Teacher

Full-time, Part-time

Onsite

\$17.50 - \$17.50 an hour

Posted on March 17, 2026

---

## Organization Statement

At Let's Have Fun Day Care, our goal is to help children have a successful Early Childhood Education. We focus on bringing children into understanding and accepting each other's uniqueness and development is an individual process. We emphasize on their individual needs focusing on their social, emotional, cognitive and physical development.

We are committed to bring a safe and fun environment for all of our children. We provide an environment where children engage on hands-on experiences.

The Lets Have Fun Daycare Staff are certified in CPR, First Aide, have been fingerprinted and screened by the Bureau of Day Care and the NYC Board of Education.

## Job Description

Assist in the development and implementation of STEM craft projects.

- Provide individual and group support to children during STEM crafts and experiments.
- Assist in managing the classroom and ensuring the safety of all students at all times.
- Assist with gathering materials and preparing for projects.
- Ensure that projects are age-appropriate and meet educational standards.
- Provide feedback to lead teacher on project effectiveness and areas for improvement.
- Provide individual and group academic support to students.
- Supervise and support students during STEM activities and experiments.

- Monitor student progress and communicate with child care provider and other assistants about any concerns.
- Ensure health and safety of all students at all times.
- Picking up children from school in the company of other assistants.
- Take children to the park in the company of other assistants.
- Create and curate engaging content for social media platforms, including but not limited to Facebook, Twitter, Instagram, and LinkedIn.
- Monitor and respond to comments and messages on social media platforms in a timely and professional manner.
- Manage social media advertising campaigns, including budget management and audience targeting.
- Develop visual concepts, graphics, and layouts for a variety of print and digital mediums, including but not limited to advertisements, websites, social media, and marketing collateral.

## **Responsibilities**

- Work with childcare provider to understand project requirements and develop design solutions that align with the program goals and objectives.
- Ensure visual consistency across all social media mediums.
- Use design software and tools, including but not limited to Adobe Creative Suite, to create and edit graphics and layouts.
- Manage the programs calendar, including scheduling appointments with new parents, meetings, and travel arrangements.
- Screen phone calls, emails, and messages and respond on behalf of the employer as needed.
- Conduct research and compile information for various STEM projects and program tasks.
- Handle personal errands and tasks as requested, such as shopping, scheduling appointments, and making summer camp trip reservations.
- Manage and organize children records.
- Assist with financial management, including expense tracking and bill payments.
- Manage communication and correspondence with external partners, including vendors and clients.
- Coordinate and plan events, such as children's birthdays, summer trips and special

events of the program.

- Serve as a point of contact for the employer, handling inquiries and requests in a professional and courteous manner.
- Perform other administrative and personal tasks as assigned.
- Edit and retouch photos of children and activities to ensure high quality and consistency across all projects.
- Collaborate with the program provider and staff to develop photo concepts and execute on them.
- Stay up-to-date with industry trends and best practices to ensure that our work is current and innovative.
- Manage and organize a large volume of photos, ensuring that they are properly tagged and stored.
- Ensure that all photos meet technical requirements for print and digital output.
- Edit photos for color, brightness, and contrast, and crop and resize images as needed.
- Collaborate with the marketing and social media teams to develop visual content for social media channels and marketing campaigns.

## Qualifications

Current CPR, OCFS 15 Hour training and must be bilingual in English and Spanish.

- CDA Credential.
- General knowledge of MS Word, Excel, and PowerPoint.
- **Minimum Education Level:** CDA Credential
- **Preferred Education Level:** CDA Credential

## Application Instructions

Apply using this link:

<https://app.earlyday.com/employer/jobs/child-care-assistant-let-s-have-fun-daycare>