



**Pre-School Aftercare Assistant**  
(Clubroom Assistant)

Childpeace Montessori School is seeking a primary Clubroom Assistant to begin as soon as possible. The Clubroom Assistant assists a Montessori-trained Clubroom Guide in the napping and aftercare room adjacent to the morning classrooms. This position works Monday through Friday, 11:00 a.m. to 6:00 p.m., with a starting wage range that begins at \$15.00 per hour.

We are looking for candidates who love to be with 3- to 6-year-olds, who would joyfully support the Clubroom Guide in preparing the aftercare environment, and in encouraging independence, engagement, and positive social skills under the Guide's direction. Candidates must have experience working with this age group.

This position is hourly, non-exempt, and benefit-eligible (medical, dental, and vision insurance, discounted annual TriMet pass, paid time off, and more).

Requirements upon hire:

At least 18 years of age

Current enrollment in the Oregon Office of Child Care (OCC) Central Background Registry (CBR)

Within 30 days must obtain:

Pediatric CPR/First Aid Certificate

Food Handler Certification

Recognizing and Reporting Child Abuse and Neglect (RRCAN)

Introduction to Child Care Health and Safety (ICCHS)

Prevention is Better Than Treatment (PBTT)

We are located in urban NW Portland and easily accessed by bike and public transportation. Childpeace supports our staff with a competitive salary structure and benefits package, a program rooted in AMI standards, a commitment to professional development, beautiful and well equipped classroom environments, strong administrative support, and a dynamic working community of Montessori professionals.

Interested applicants are invited to email the following to [humanresources@childpeace.org](mailto:humanresources@childpeace.org):

- A cover letter describing where you are in your professional journey and why you are interested in this job
- Your resume detailing training and experience
- two references with names, how you are connected to them and contact information

\*No phone calls please.

Childpeace Montessori School does not discriminate on the basis of race, color, national or ethnic origin, sexual orientation, gender identity, religion, physical or mental ability, or any other status protected under local, state or federal laws in the admission of otherwise qualified students or in the administration of its educational policies or programs, hiring, or employment practices.