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Financial Aid Office  
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**Federal Work Study  
Job Description Form**

**Job Title:** Preschool Assistant

**Desired No. of Hires:** 1

**Department or Organization:** Mass Audubon's Arcadia Wildlife Sanctuary

**Address (Off campus only):** 127 Combs Road Easthampton, MA 01027

**Supervisor:** Michele Snizek

**Designee:** Margaret Downing

**Site Supervisor:** Linda Smith

**Office:** Campus Center 102A

**Office:** Campus Center 102G

**Phone:** 413-552-2268

**Phone:** 413-552-2557

**Phone:** 413-584-3009

**Email:** [msnizek@hcc.edu](mailto:msnizek@hcc.edu)

**Email:** [mdowning@hcc.edu](mailto:mdowning@hcc.edu)

**Email:** [lindasmith@massaudubon.org](mailto:lindasmith@massaudubon.org)

**General Job Description:**

Mass Audubon is seeking enthusiastic college students to serve as education assistant at Arcadia Wildlife Sanctuary in Easthampton and Northampton, MA. Arcadia is over 700 acres of diverse wildlife habitat. Its proximity to urban centers make it a popular destination for many Pioneer Valley residents. The Preschool Assistant works with the Arcadia Nature Preschool, the first nature preschool in the state.

**Detailed List of Duties:**

The Preschool Assistant assists our lead teachers in providing a fun, educational and safe environment for our nature preschool. The Preschool Assistant will work along the teachers to support the 3-5 year olds in the program.

**Opportunities for Advancement:** *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

Special projects as identified based on needs of the agency and particular skills, areas of interest of the student.

**Responsibility Involved:** *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

Teaching children, leading group activities.

**Skills and/or previous experience desired:**

Experience with children is required. Teaching experience is a plus.

**Amount of supervision required:**

Regular     Occasional     Minimal

*Student employees are not permitted to work without any supervision.*

**Hours desired to cover (evening, weekend, etc.):** Nature Preschool runs mornings from 9AM-Noon.

**How to Apply:** Contact Margaret Downing, listed above.

**Completed and Submitted By:**

Jonah Keane

Director

August 1, 2016

*Print Name of Supervisor*

*Title*

*Date*