



# P.m Per Diem

Queen City Early Childhood Center

Buffalo, NY 14211

Other

Part-time

Onsite

\$16.00 - \$17.00 an hour

Posted on March 31, 2026

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## Organization Statement

Queen City Early Childhood Center is a high-quality childcare program serving children ages 6 weeks to 12 years in Buffalo, New York. Our mission is to help every child develop their best mind, their love of learning, their personality, and their bright future.

We are committed to providing a safe, nurturing, and engaging environment where children can grow academically, socially, and emotionally. Our team works collaboratively to create meaningful learning experiences while maintaining the highest standards of care and professionalism.

At Queen City, we value dedication, accountability, and a genuine passion for working with children. We are proud to build a team of educators who lead with patience, positivity, and purpose.

## Job Description

The PM Per Diem Floater supports the daily operations of the center by providing flexible coverage across multiple classrooms during afternoon and evening shifts. This role works under the direction of the Teacher and Director to maintain a safe, structured, and engaging environment for children.

Responsibilities include assisting with classroom activities, supporting transitions, and helping manage end-of-day routines such as cleanup, organization, and departure procedures. The Floater actively engages with children, supports staff as needed, and helps ensure classrooms remain clean, organized, and well-managed.

This role requires the ability to adapt quickly to different classrooms and age groups, follow established routines, and work collaboratively with team members. All duties must be performed

in accordance with center policies and state regulations.

## **Responsibilities**

- Provide classroom coverage across multiple age groups as needed
- Assist with afternoon and end-of-day routines and transitions
- Actively engage with children in a positive and appropriate manner
- Support implementation of activities and classroom routines
- Help maintain a clean, organized, and safe environment
- Assist with classroom cleanup, organization, and preparation for closing
- Encourage positive behavior and good hygiene practices
- Follow all center policies, procedures, and state regulations
- Communicate effectively with staff and support a team environment
- Observe children and report concerns to lead staff
- Adapt to different classrooms, schedules, and age groups as assigned

## **Qualifications**

Candidates must have **a minimum of 1–2 years of professional childcare experience** and a basic understanding of child development. Applicants should be dependable, flexible, and able to adapt to different classrooms and age groups as needed.

**A High School Diploma or GED is required, with ECE coursework or a CDA preferred.**

Candidates must have strong communication and teamwork skills, along with the ability to engage positively with children and support a structured environment.

**Infant/Child CPR and First Aid certification is required (or willingness to obtain).** All candidates must pass a **full background check and health screening** in accordance with state regulations.

- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Highschool Graduate or GED

## **Application Instructions**

Interested candidates should submit their resume via email to **cthompson@queencityecc.com** and **vevans@queencityecc.com**.

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