Career Development Center
New York Early Childhood Professional Development Institute

Childcare Worker

Odyssey House

New York, NY 10035

Other | Full-time, Part-time | Onsite | $21.98 - $24.00 an hour*

* Tuition reimbursement, Pet insurance, 403(b), Health insurance, Vision insurance, Dental insurance, Flexible spending account, Life insurance, Employee assistance program, Disability insurance, Commuter assistance, Flexible schedule

Posted on November 24, 2026

Organization Statement

Odyssey House is a nonprofit organization dedicated to supporting individuals and families in their recovery from substance use disorders through comprehensive treatment, education, and supportive services. The Family Center provides a residential treatment environment where mothers can focus on their recovery while remaining with their children.

The Odyssey House Daycare Center is a licensed early childhood education program that provides a safe, nurturing, and developmentally appropriate learning environment for children ages six weeks through five years. The program promotes children's social, emotional, physical, and cognitive development through meaningful play, exploration, and positive relationships.

Through a two-generation approach, the daycare center supports both children and their mothers by promoting healthy parent-child relationships, modeling positive interactions, and empowering mothers to develop their parenting skills, confidence, and independence while navigating their recovery journey.

Job Description

The Childcare Worker provides direct care and supervision to children ages one month through six years, both within the licensed daycare program and outside regular daycare hours when parents are unavailable to provide supervision. Responsibilities include maintaining a safe, nurturing, and developmentally appropriate environment, actively engaging children in meaningful activities, supporting daily routines, and assisting Group and Assistant Teachers with

classroom responsibilities and coverage as needed. Additional responsibilities include assisting with pantry operations, organizing and maintaining supplies, and supporting the preparation and implementation of special events and family activities. The Childcare Worker also models positive adult-child interactions for parents and works collaboratively with the educational team and Women and Children's services to support children and families while adhering to DOHMH regulations and Odyssey House policies and procedures.

Responsibilities

Childcare Worker – Key Responsibilities

- Provide direct care, active supervision, and meaningful engagement for children up to six years of age.
- Maintain a safe, healthy, nurturing, and developmentally appropriate environment.
- Support Group and Assistant Teachers with lesson plan implementation, classroom activities, daily routines, and classroom coverage as needed.
- Assist with meal and snack distribution, classroom organization, and cleaning.
- Provide childcare outside regular daycare hours and when parents are unavailable to provide supervision.
- Assist with pantry operations, including organizing supplies, maintaining inventory, and distributing resources to families.
- Support the planning, preparation, and implementation of special events and family engagement activities.
- Model positive adult-child interactions and support mothers in developing their parenting skills.
- Collaborate with the educational team and Women and Children's services to support children and families.
- Participate in required trainings, staff meetings, professional development, and quality improvement initiatives.
- Maintain compliance with DOHMH licensing requirements and Odyssey House policies and procedures.

Qualifications

Candidates must possess a high school diploma or GED and a minimum of two years of experience working with children in a licensed childcare center. An associate degree with one year of experience in a licensed childcare center is preferred. Experience working with, supporting, and teaching children is required. CPR/First Aid certification and knowledge of NYC DOHMH childcare regulations are recommended. Candidates must demonstrate computer proficiency, be physically able to lift small children, and have the flexibility to work varying schedules. All candidates must successfully complete the required NYS Central Registry and fingerprint clearances upon hire.

- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Some College Credits

Application Instructions

Must apply to the job posting located on Indeed.

Language Requirements

English

Additional Information

Flexible schedule, shifts include 8 a - 4 p, 12 p-8 p and 3 p - 8 p

Looking for 3 Full time (1 morning, 2 evening) and 2 part time

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