

Posting Qualifications for New Hampshire Child Care Job Board

To post a position on the New Hampshire Child Care Job Board you must meet the following program qualifications:

- a New Hampshire-based Licensed Child Care Program, Family Child Care Program or Out-of-School Time Program
- a Licensed-Exempt Facility (enrolled in the New Hampshire Child Care Scholarship Program)
- a New Hampshire-based Early Head Start or Head Start Program
- a licensed border state program with 60% of your enrollment being children that reside in New Hampshire (verification will be necessary)
- a New Hampshire based summer DAY camp program that is licensed by the state (as a summer camp or child care) and offers a full-day child care component and consistently operates for the full summer.

Post etiquette:

- Postings should reflect currently available positions or a position that will be available in a designated time period (position starts July 1 or job starts in 90 days on X date).
- Postings will be honest and include accurate reporting information. Including whenever possible, job descriptions, available wages/benefits; days/hours; advancement possibilities, etc.
- Include actual program name and address with the exception of family child care providers who may limit the information to the city only.
- If you are hiring for a position in advance of an unexpected employee departure (letting someone go or you have not received notice but want to be ready, please follow the instructions for using a secondary hiring program/agency below).
- Provide a clear method for applying for the position along with a process for asking questions.
- Include important contact information including phone, email and a link to a webpage/social media account if available. Online application access is highly recommended along with an IMMEDIATE call/email response to inquiries.
- An authorized job manager should submit the position. In smaller organizations, it may be a Director or Assistant Director. In larger programs, it may be a representative from HR or another administrative individual – please ensure to point out be sure who is the poster, especially if the submitter is different than the contact –ensure that is clear to applicant.