



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **DECATUR FAMILY YMCA**

Job Title: **Assistant Child Care Teacher/Preschool**

FLSA Status: Part Time

Reports to: Child Care Director

Revision Date: 5/11/2017

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### **POSITION SUMMARY:**

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Provides direction for the children in the classroom, and implements program curriculum. Provides a quality experience to children and parents that focuses on building achievement and belonging in youth and relationships among youth and within families.

### **ESSENTIAL FUNCTIONS:**

1. Implements curriculum within the established guidelines
2. Nurtures children through purposeful programming dedicated to building achievement and belonging in youth and relationships among youth and within families
3. Supervises the children, classroom, and all activities including ADA accommodations where appropriate. Follows all procedures and standards
4. Makes ongoing, systematic observations and evaluations of each child
5. Cultivates positive relationships, conducts parent conferences, and maintains effective communication with parents. Engages parents as volunteers and connects them to the YMCA,
6. Maintains program site and equipment.
7. Maintains required program records
8. Attend and participates in family nights, program activities, staff meetings, and staff training.
9. Performs other duties as assigned.

### **YMCA COMPETENCIES (Leader):**

***Mission Advancement:*** Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

***Collaboration:*** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

***Operational Effectiveness:*** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**QUALIFICATIONS:**

1. Must be at least 19 years of age.
2. Must have a high school degree or GED
3. Meets educational and experience qualifications established by state law
4. Previous experience working with children in a developmental setting preferred.
5. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities
6. Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.
7. Understands the YMCA is a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA).
8. Associated Degree or higher preferred.
9. Must pass background check
10. Must complete health physical and TB testing.
11. Training requirements within 90 days of hire include completion of: Child Abuse Recognition & Prevention; CPR; First Aid; AED; Bloodborne Pathogens; Harassment at the Y; and Y101.
12. Completion of YMCA program-specific certifications.

**PHYSICAL DEMANDS:**

Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations (depending upon the programs).

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Staff member's signature \_\_\_\_\_ Date \_\_\_\_\_

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Supervisor's signature \_\_\_\_\_