



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## DUNELAND FAMILY YMCA JOB DESCRIPTION

Job Title: **Forchetti Family Center for Early Learning Assistant Teacher**

Status: **Part-Time Hourly**

Department: **Child Care**

FLSA Status: **Non-Exempt**

Hourly Rate: **\$10.00-\$12.00**

Reports to: **Early Childhood Coordinator**

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**TO APPLY:** Please apply online or download application and submit in person at 215 Roosevelt Street.

### POSITION SUMMARY:

Under the direction and supervision of the Early Childhood Director and lead teacher, the assistant teacher will supervise and guide children's development in a safe and healthy environment. This person will assist in delivering an age-appropriate educational program utilizing a developmentally appropriate curriculum for the age group. This position will take place at the Forchetti Family Center for Early Learning.

### OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### ESSENTIAL FUNCTIONS:

1. Follow curriculum activities within the established guidelines.
2. Must be able to work afternoons; 11:00 am–5:00 pm or 12:00 pm-6:30 pm.
3. Ensure the safety of all children; maintain a high level of confidentiality.
4. Assist with systematic observations and evaluations of each child.
5. Build relationships by using names and initiating conversations with all members, staff, volunteers, and guests.
6. Communicate with supervisor, staff, members, guests, and volunteers in a clear, concise, and positive manner while using Listen First skills.
7. Arrive 5-10 minutes before shift starts and be prepared if closing; stay until the last child is gone.
8. Assist with planning and implementation of daily activities.
9. Be ready to initiate activities, participate in activities and interact with children.
10. Follow emergency procedures and safety precautions.
11. Follow procedures for reporting all accidents, incidents, and hazards.
12. Attends and participates in program activities, staff meetings, and staff training.
13. Adhere to all policies, rules, and regulations as outlined in employee handbook and other communications.
14. Obtain and maintain required trainings.
15. Accept additional assignments as deemed appropriate, within the scope of the job description.

### 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 discover ideas to create a better member experience.

Establishes goals clarify 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. Minimum 18 years of age required.
2. GED or High School degree.
3. 1 year of teaching experience required.
4. First Aid, Blood borne Pathogens, and Child Abuse prevention training prior to direct contact with children. CPR, AED, Listen First within 45 days of hire.
5. Fulfillment of state-specific hiring standards required prior to direct contact with children.
6. Previous experience working with children in a developmental setting preferred.
7. Previous experience with diverse populations preferred. Ability to develop positive, authentic relationships with people from different backgrounds preferred.
8. Reliable transportation required.

#### **REQUIRED TRAININGS AND CERTIFICATIONS:**

1. New Employee Orientation, within 30 days of hire
2. Universal Precautions, within 30 days of hire
3. Child Abuse Prevention, within 30 days of hire
4. CPR/First Aid, before hire

#### **PHYSICAL DEMANDS:**

1. Physical ability and stamina to perform the duties as outlined above, including but not limited to extended periods of sitting, standing, and walking; bending, stooping, reaching, lifting and carrying up to 50 pounds.
2. Ability to plan, lead and participate in activities.

#### **ABUSE RISK MANAGEMENT:**

- Adheres to policies related to boundaries with youth.
- Attends required abuse risk management training.
- Reports suspicious and inappropriate behaviors.
- Follows mandated abuse reporting requirements.
- Adheres to job specific abuse risk management responsibilities.
- Building Supervisors/Custodians—ensures unused rooms and closets remain locked; routinely monitors high-risk locations (locker-rooms and bathrooms), etc.
- Front desk personnel—ensures youth are properly signed in and signed out, ensures only authorized adults are allowed in the facility, etc.

#### **DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification and subject to reasonable accommodation. This is not intended to be used as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. This document does not create an employment contract, implied or otherwise, other than "at will" employment relationship.