

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Title: Early Childhood Lead Teacher

Grade: n/a

FLSA Status: Non-Exempt

Location: Bright Beginnings Center

Reports to: Center Director

Date: June 2022

POSITION SUMMARY:

Under the direction of the Center Director, the Child Care Lead Teacher is responsible for planning and implementing the daily program as it relates to children and their classroom activities. Major emphasis is on program excellence and developing quality care of the highest standard. The Child Care Lead Teacher will maintain ongoing program continuity by ensuring that schedules program and facility use plans are followed and adhere to OCFS and NAEYC regulations and standards. The position is responsible for demonstrating YMCA leadership competencies to ensure the mission, purpose, image and core values of the YMCA of Greater Rochester is conveyed.

QUALIFICATIONS:

- Must possess an Associate's degree in Early Childhood, or degree in related field with six credit-bearing classes in Early Childhood, must meet all OCFS regulations and have experience leading groups of children which include:

Associate degree in Early Childhood or Child Development, or related field **AND** one-year experience related to caring for infants and toddlers

OR

Infant/Toddler Credential or Infant/Toddler CDA **AND** two years' experience related to caring for children

OR

CDA **AND** two years' experience caring for children (one of the years has to be working with infants and toddlers)

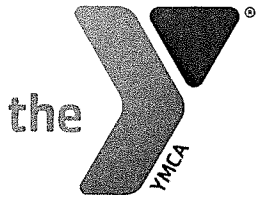
OR

9 College credits in Early Childhood, Child Development or a related field with a plan of study leading to a credential **AND** two years' experience related to caring for children (one of the years has to be working with infants and toddlers)

- Knowledge of various resources for programming ideas and the skills to utilize that information in directing daily activities.
- Bring to this position maturity, responsibility, and a sincere interest in working with people.
- Have strong interpersonal, communication, and organization skills.
- CPR/AED and First Aid Certified or the ability to obtain within 60 days of hire.

ESSENTIAL FUNCTIONS:

- Develop and implement lesson plans.
- Develop and implement daily classroom activity.
- Ensure parents/guardians sign in and out on a daily basis.
- Cultivate and maintain a positive working relationship with co-workers and parents.
- Create and maintain a safe and attractive learning environment.
- Expand job knowledge and classroom skills on an ongoing basis.



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- Inform management staff of major situations requiring management attention.
- Organize center events (field trips, school pictures, etc.).
- Responsible for classroom cleanliness.
- Know the emergency procedures, rules, and regulations.
- Know and implement established child care policies and NYS OCFS regulations.
- Attend all required meetings and training.
- Maintain required certifications.
- All other duties as assigned.

PHYSICAL REQUIREMENTS:

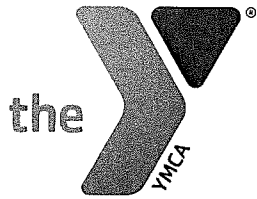
- Ability to supervise children by sight and sound at all times.
- Ability to move quickly to react to safety issues in the setting (i.e. climbing, aggressive behavior).
- Ability to remain calm, objective and respectful in potentially stressful situations (i.e. crying upset child, upset parent, or upset staff).
- Ability to move around the room to assist children and supervise children with daily activities, social interaction, physical and emotional needs.
- Ability to lift young children and objects (food baskets and supplies) up to 40 lbs.
- Ability to work in all elements (i.e. outside in all weather) Ability to move from program site to branch or site to site, and is required to enter all YMCA environments including, program space, buses, schools, pools, and program area.

EFFECT ON END RESULT:

With consistent focus and delivery of the core operating objectives and good to great expectations, the YMCA will be recognized by the community as providing excellent service to all who walk through our doors or contact us on the phone. The YMCA will effectively connect and build relationships with its members and the community, resulting in continued growth in membership, programs and special services.

Signature

Date



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YMCA JOB DESCRIPTION

Job Title: Early Childhood Assistant Teacher
FLSA Status: Non-Exempt
Reports to: Lead Teacher & Center Director

Grade: n/a
Location: Bright Beginnings Center
Date: June 2022

POSITION SUMMARY:

Under the direction of the Lead Teacher and Center Director, the Assistant Teacher works with the Lead Teacher to plan and implement the daily program as it relates to children and their classroom activities. Major emphasis is on program excellence and developing quality care of the highest standard. The Assistant Teacher will maintain ongoing program continuity by ensuring that schedules, program, and facility use plans are followed and adhere to OCFS and NAEYC regulations and standards. The position is responsible for demonstrating YMCA leadership competencies to ensure the mission, purpose, image and core values of the YMCA of Greater Rochester is conveyed.

QUALIFICATIONS:

- A person must possess either: a High School Diploma or its equivalent; OR one year of experience working with children less than 13 years of age.
- Knowledge of various resources for programming ideas and the skills to utilize that information in directing daily activities.
- Bring to this position maturity, responsibility, and a sincere interest in working with people.
- Have strong interpersonal, communication, and organization skills.
- CPR/AED and First Aid Certified or the ability to obtain within 60 days of hire.

ESSENTIAL FUNCTIONS:

- Develop and implement lesson plans.
- Develop and implement daily classroom activity.
- Ensure parents/guardians sign in and out on a daily basis.
- Cultivate and maintain a positive working relationship with co-workers and parents.
- Create and maintain a safe and attractive learning environment.
- Expand job knowledge and classroom skills on an ongoing basis.
- Inform management staff of major situations requiring management attention.
- Responsible for classroom cleanliness.
- Know the emergency procedures, rules, and regulations.
- Know and implement established child care policies and NYS OCFS regulations.
- Attend all required meetings and training.
- Maintain required certifications.
- All other duties as assigned.

PHYSICAL REQUIREMENTS:

- Ability to supervise children by sight and sound at all times.
- Ability to move quickly to react to safety issues in the setting (i.e. climbing, aggressive behavior).
- Ability to remain calm, objective and respectful in potentially stressful situations (i.e. crying upset child, upset parent, or upset staff).
- Ability to move around the room to assist children and supervise children with daily activities, social interaction, physical and emotional needs.
- Ability to lift young children and objects (food baskets and supplies) up to 40 lbs.

- Ability to work in all elements (i.e. outside in all weather)Ability to move from program site to branch or site to site, and is required to enter all YMCA environments including, program space, buses, schools, pools, and program area.

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PLATTSBURGH YMCA JOB DESCRIPTION

Job Title: **Y's Time School-Age Child Care Counselor**
FLSA Status:
Status: Part Time
Reports to: Site Supervisor & SACC Director

Job Code:
Job Grade:
Department: Y's Time Child Care
Revision Date:

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 direct supervision of a group of children in child care. Creates positive, nurturing relationships with children, while building cooperative relationships with parents/caregivers. Promotes and supports the potential of all youth in programs and facilitates peer-to-peer connections as part of the overall program experience.

ESSENTIAL FUNCTIONS:

1. Supervises a group of children.
2. Plans and implements program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values.
3. Adheres to program standards including safety and cleanliness standards.
4. Attends staff meetings and trainings.
5. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
6. Cultivates positive relationships and maintains effective communication with parents, children and other staff. Models relationship-building skills in all interactions.
7. Performs other duties as assigned.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys 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.

YMCA JOB DESCRIPTION FOR DAY CAMP COUNSELOR

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. High school graduate or equivalent; one year or more of college preferred.
2. Previous experience working with children preferably in a child care setting
3. At least 18 years of age.
4. CPR, First Aid, AED certifications and Child Abuse Prevention training within 30 days of hire date.
5. Previous experience with diverse populations preferred.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____