



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

Central Connecticut Coast YMCA Position Announcement

Job Title: Child Care Assistant Teacher
Work Location: Stratford YMCA/TBD
FLSA: Non-exempt – Part-time

Reports To: Child Care Director

Work Schedule: Before/After School

A Career with a Cause:

At the YMCA, strengthening community is our cause. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

General Function:

Under the direction of the Child Care Director, the Child Care Teacher Assistant is responsible for providing a warm, nurturing, safe and loving environment, where self-concepts are enhanced, independence encouraged, and individuality respected. The Teacher Assistant is also responsible for providing a program that fosters children's social, physical, spiritual, and mental growth.

Salary and Benefits:

- Salary Range: \$10.10 - \$11.00 per hour, Non-exempt – Part-time
- YMCA membership, parking, and other benefits outlined in the personnel policy

Essential Duties and Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The essential functions of this position include, but are not limited to the following:

- Model the character development qualities of caring, honesty, respect, and responsibility.
- Help implement a varied and creative program using a team approach in accordance with the goals and policies of the YMCA.
- Connect quickly with children and interact positively with children and encourage their involvement in activities.
- Be responsible for the safety of the children at all times.
- Actively participate in all daily activities
- Maintain effective communication and relate cooperatively to the directors, site coordinators, head teachers, teachers, teacher assistants, van drivers, secretaries, parents and visitors in any and all issues pertinent to the safe and effective operation of the program.
- Take direction from the head teacher or teacher.
- Carry out disciplinary action when necessary and in accordance with the Discipline Policy.
- Maintain a positive, professional attitude and loyalty to the YMCA.
- Assist in the daily maintenance of the program.
- Guide the children by modeling behaviors that preserve the quality of supplies, equipment, and materials.
- Be familiar with and follow emergency procedures appropriate to the site and in conformity with procedures adopted by emergency service authorities to ensure the safety of the children.
- Execute and enforce all safety regulations, policies and procedures, including those for the prevention of child abuse. Respond quickly and effectively to accidents and incidents. Prepare and submit reports as assigned in a timely manner.
- Inform the head teacher of any problems and/or emergency situations.
- Attend all staff meetings and/or training workshops. Continue professional development as outlined in the Connecticut State Department of Health licensing requirements (complete training hours equal to or greater than 20% of hours worked) as well as any/all training required by other accrediting agencies.
- Be knowledgeable and supportive of YMCA programs and encourage member participation in events and programs.
- Assume any other duties as directed by supervisor and/or directors.

Experience, Education, and Qualifications:

- Must be 16 years of age or older (under 18 years requires working papers/proof of age).
- Experience in working with unrelated children preferred.
- Must be able to lift at least 40 pounds and complete repetitive lifting, bending, stooping and/or kneeling. Must be dependable and flexible.
- Must possess sufficient visual and auditory acuity to respond to emergency situations in a timely manner during high activity.
- Must have documentation of a physical examination every two years and a TB Tine Test upon hire.

- Must submit Office of Early Childhood Background Check and fingerprinting forms within 30 days of hire.
- Complete Connecticut Child Care CPR/first aid certification within 6 months of hire and keep certification current.

Trainings & Certifications:

- Must complete online Blood borne Pathogens and Employee Safety trainings prior to initial assignment to position.
- Must complete other New Employee training within the first 90-days of employment.
- Administration of Medications certification is preferred but required within 6 months of hire.
- Connecticut Child Care CPR/First aid certification is required.
- Must complete Child Abuse Prevention trainings within the first 90-days of employment.

Core Competencies:

Collaboration: Creates sustainable relationships within the Y and with other organizations in service to the community.

- Develops and maintains positive relationships with volunteers, members, program participants, and colleagues at all levels of the organization.

Communication & Influence Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y's cause

- Interprets messages and body language effectively.
- Listens with the intent to understand the perspective of others by using appropriate communication methods, including open-ended questions.
- Responds to the individual needs of the other person.

Inclusion: Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence

- Embraces all dimensions of diversity (i.e., ability, age, culture, ethnicity, faith, gender, gender identity, income, national origin, race, religion, sexual orientation, socio-economic status, etc.) by treating all people with dignity, compassion, and respect.
- Creates a safe environment in which others feel welcome and respected.

Functional Expertise: Executes superior technical skills for the role

- Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.
- Uses best practices, guidelines, and industry standards as a framework to improve performance.
- Demonstrates up-to-date knowledge and skills in the technology associated with the job.
- Serves with purpose and passion.

Program/Project Management: Ensures program or project goals are met and intended impact occurs

- Organizes program or project resources, space, or deliverables to best meet intended goals and outcomes.
- Delivers a high-quality experience to members, participants, or project teams.

Developing Self & Others: Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential

- Supports members, participants, or project teams in achieving their goals.
- Reflects on and learns from successes and mistakes.
- Proactively shares information, experiences, lessons learned, and suggestions to help others be more successful.
- Volunteers for challenging tasks or projects in an effort to grow and develop.
- Solicits and is open to informal learning opportunities to gain insight (e.g., performance feedback, coaching, and stretch assignments).

Effect on End Results:

This position strongly impacts the effectiveness with which the Central Connecticut Coast YMCA accomplishes its mission. The role requires that the Child Care Assistant Teacher be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.

- To the extent there is positive growth and nurturing of children in the program by meeting individual development needs.
- To the extent there is the creation of a warm and friendly atmosphere in which children and families can grow.
- To the extent that personal and YMCA child care goals are met or exceeded.
- To the extent that the program meets or exceeds licensing and/or accreditation standards.
- To the extent that the program reflects a positive image of the YMCA in the community.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to type, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Position requires sitting for extended periods of time and repetitive data entry.

Work Environment:

This job operates in a recreational and educational environment. This role routinely uses standard sports and recreation equipment such as gym equipment, sports equipment, and office equipment such as phones, photocopiers, filing cabinets, and fax machines. At times, employees may be exposed to undesirable working conditions, communicable

infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate to high.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Application Information:

Submit a cover letter, resume, and four references by September 5, 2018 to Deanna Bogen Child Care Director, at dbogen@cccymca.org