



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

DUNELAND FAMILY YMCA JOB DESCRIPTION

Job Title: **Preschool Assistant Teacher**

FLSA Status: **Non-Exempt**

Status: **Part-Time**

Pay: **\$10 - \$12 / hour**

Reports to: **Early Childhood Coordinator**

Revision Date: **October 26, 2021**

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening the community through youth development, healthy living, and social responsibility. 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.

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.



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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.

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.

QUALIFICATIONS:

1. Minimum 18 years of age required.
2. GED or High School degree.
3. 1 year of teaching experience required.
4. Fulfillment of state-specific hiring standards required prior to direct contact with children.
5. Previous experience working with children in a developmental setting preferred.
6. Previous experience with diverse populations preferred. Ability to develop positive, authentic relationships with people from different backgrounds preferred.
7. 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, within 30 days of hire.
5. First Aid, Blood borne Pathogens, and Child Abuse prevention training prior to direct contact with children.

ABUSE RISK MANAGEMENT:

- Adheres to policies related to boundaries with youth.
- Attends required abuse risk management training.
- Adheres to procedures related to managing high-risk activities and supervising youth.
- Reports suspicious or inappropriate behaviors and policy violations.
- Follows mandated abuse reporting requirements.

DUNELAND FAMILY YMCA

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WORK ENVIRONMENT AND 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 classes and activities. Ability to perform all physical aspects of the position, including leading class, walking, standing, bending, reaching, and lifting.

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. The signature indicates that you have read and understand the job description provided for the position.

Employee Name (Printed)

Employee Signature

Date

Supervisor Signature

Date

The Duneland Family YMCA instills the values of caring, honesty, respect, and responsibility through programs and services that build a healthy spirit, mind, and body for all.