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DUNELAND FAMILY YMCA JOB DESCRIPTION

Job Title: **Toddler Assistant Teacher**

FLSA Status: Non-Exempt

Reports to: Early Childhood Coordinator

Status: Part-Time Hourly

Department: Child Care

Revision Date: August 2023

POSITION SUMMARY:

Assist Lead Teacher in delivering an age-appropriate educational program.

ESSENTIAL FUNCTIONS:

1. Follow curriculum activities within the established guidelines.
2. Ensure the safety of all children; maintain a high level of confidentiality.
3. Assist with systematic observations and evaluations of each child.
4. Document attendance.
5. Maintain positive relationships and effective communication
With parents, children, and peers.
6. Follow emergency procedures and safety precautions. Follow procedures for reporting all accidents, incidents, and hazards.
7. Attends and participates in family nights, program activities, staff meetings, and staff training.
8. Adhere to all policies, rules, and regulations as outlined in employee handbook and other communications. Obtain and maintain required training.
9. 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 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. At least 21 years of age.
2. First Aid, Bloodborne Pathogens, and Child Abuse prevention training prior to direct contact with children. CPR, AED, and Listen First within 45 days of hire.
3. Fulfillment of state-specific hiring standards required prior to direct contact with children.
4. Previous experience working with children in a developmental setting preferred.
5. Previous experience with diverse populations preferred. Ability to develop positive, authentic relationships with people from different backgrounds preferred.

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.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification and/or 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 an "at will" employment relationship.