



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

Job Title: Assistant Child Care Teacher

Reports to: Early Childhood Care Director

Schedule: PT/25hrs/week- Hourly Monday through Friday

- Certification: YMCA will cover certification costs for qualified candidates.
- **Bonus:**

Employee Benefits

- Retirement Plan – 100% company-funded after 1 year of employment and meeting qualified hours.
- YMCA Membership – Free individual membership plus 24/7 facility access with FOB.
- Childcare Discount – Discount for the first child enrolled after 1 year of employment.
- Lesson Discounts – Reduced rates for all children enrolled in swim lessons, gymnastics, and tennis lessons.
- 403(b) Retirement Savings Plan – Additional voluntary contributions available.
- Paid time off
- Paid Holidays
- \$13.11 per hour

POSITION SUMMARY

Under the direction and supervision of the Early Childhood Education Director, the Assistant Early Childhood Education (ECE) Teacher supports the ECE Teacher in creating a safe, nurturing, and engaging environment for children enrolled in YMCA programs. This position supports the social, emotional, cognitive, and physical development of each child through developmentally appropriate curriculum, structured activities, and positive guidance.

As a part-time position, the Assistant Childcare Teacher provides flexible support to classrooms, ensuring consistency in care and quality programming while helping to foster strong relationships with children and families.

ESSENTIAL FUNCTIONS

- Help create and maintain a fun, safe, and nurturing learning environment with developmentally appropriate activities tailored to children's abilities and interest.
- Support the Lead Teacher in implementing lesson plans that foster social, emotional, physical, and intellectual growth, while reinforcing YMCA core values.
- Assist in keeping the classroom safe, clean, organized, and in compliance with state licensing standards; promptly report concerns to the Lead Teacher or supervisor.
- Always maintain active supervision of children, ensuring safety procedures and staff-to-child ratios are consistently followed.
- Possess and apply working knowledge of child abuse and neglect laws; immediately report suspected cases to a supervisor following proper reporting procedures.
- Assist in maintaining accurate documentation of attendance, absences, emergency information, meal counts, and incident/accident reports as directed by the Lead Teacher.
- Document and report all significant behaviors, incidents, and disciplinary actions in accordance with YMCA behavior management procedures.
- Support emergency procedures appropriate to the site and follow protocols adopted by emergency service authorities to ensure the safety of children and staff.
- Maintain positive and professional communication with parents/guardians, sharing information as directed by the Lead Teacher.

- Encourage children's growth and self-regulation through positive guidance, age-appropriate discipline, and encouragement of independence, creativity, and problem-solving.
- Collaborate with co-teachers, Lead Teachers, and administrative staff to support program quality and consistency.
- Attend and actively participate in staff meetings, training sessions, and professional development opportunities.
- Conduct self in a professional, responsible, and patient manner, demonstrating sound decision-making and serving as a positive role model for children and families.
- Uphold strict adherence to all YMCA, branch, and department policies and procedures.
- Demonstrate the YMCA's core values of caring, honesty, respect, and responsibility in all interactions.
- Perform all other duties as assigned by the Lead Teacher, Team Lead, or Director.

QUALIFICATIONS

- Teachers must be 18 years of age or older and have a high school diploma or equivalent.
- Must meet all DCF 251 requirements for Assistant Teacher or Teacher positions.
- Paid certification and training will be provided to the most qualified candidate.

KNOWLEDGE EXPERIENCE

Must have the ability to demonstrate and/or show competence in the following areas:

- Supervising youth and presenting positive role modeling through all interactions with program participants.
- To meet program goals as outlined in the Childcare Policies and Procedures Manual.
- Maintain confidentiality, demonstrate loyalty, and always uphold professionalism.
- Be reliable and dependable.
- Exercise mature judgment and sound decision making.
- Communicate effectively both orally and in writing.
- Utilize technology effectively, including email, scheduling software, and digital documentation tools, to support communication, reporting, and recordkeeping.
- Learn, follow and enforce local Y and national guidelines related to internal policies.

WORK ENVIRONMENT & PHYSICAL DEMAND

- All teachers must possess and demonstrate the ability to interact with children on an on-going basis at the child's level.
- This interaction shall include activities such as getting down on the floor to work with a child, running, jumping, walking, standing, bending, reaching and lifting equipment, participating in outdoor playground activities, and field trips as needed.
- Must possess auditory and written communication skills for use with both children and adults.
- CPR & AED certification is required and must be completed within 90 days of hire.
- Must complete YMCA-required abuse prevention and mandatory reporting training within 30 days of hire and remain current with all ongoing compliance training.