



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

Job Title: Closing Assistant Childcare Teacher PART TIME

\$500 Sign on Bonus! Paid after 90 days

26 hours per week 12:30am - 6pm Monday through Thursday and 2pm-6pm on Friday

FREE Household YMCA MEMBERSHIP!

YMCA Retirement after 1 year of employment and worked qualified hours

Paid time off after 1 year of employment

\$13.11 per hour

POSITION SUMMARY:

Under the direction and supervision of the Youth Development Director, the Assistant Childcare Teacher closes the center and supports the Full-time Childcare 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.

You won't do it alone. Our infant classroom is staffed with **two teachers**, so you'll always have a teammate by your side.

Support when you need it. We understand that caring for infants is rewarding—but it can also be demanding. That's why we have **float teachers available to step in during busy or stressful moments**, giving you the extra support you need.

We invest in your future. Wisconsin State Certification is required for this position, but **the YMCA pays for the certification courses AND pays you for the time you spend completing them.** No out-of-pocket costs to start your career!

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.
- Maintain active supervision of children at all times, 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.

EDUCATION

- Teachers must be 18 years of age or older and have a high school diploma or equivalency.
- Must meet all Wisconsin Department of Children and Families (DCF) 251 licensing requirements for an ECE Assistant Teacher.

No prior certification? No problem! The YMCA will provide the required training, and you'll be paid for the time you spend completing it.