FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

**Job Title:** 4K Enrichment Teacher
**Reports to:** Early Childhood Care Director
**Status:** FT/Hourly ~ Seasonal
**Schedule:** Monday through Friday during the MPSD school year.
This is a school-year position with summers off (unpaid).
**Hours:** 6:30am-3:00pm

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

**Employee Benefits**

- $500 Sign on Bonus!
- YMCA Membership – Free membership plus 24/7 facility access with FOB
- Lesson Discounts – Reduced rates for all children enrolled in swim lessons, gymnastics, and tennis lessons.
- Medical, Dental, and Vision insurance enrollment options available
- Health Savings Account enrollment options
- 80 hours Paid time off
- Paid Holidays
- Can apply for summer work if interested
- Retirement Plan – 100% YMCA funded if maintains 20 hours/week over 12 months
- 403(b) Retirement Savings Plan and after-tax Roth enrollment available.
- $15 per hour

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## POSITION SUMMARY

Under the direction and supervision of the Childcare Director, the 4K Enrichment Teacher is responsible for creating a safe, nurturing, and engaging learning environment that supports the social, emotional, physical, and cognitive development of young children. This position delivers developmentally appropriate instruction and enrichment activities that align with YMCA values, state licensing requirements, and where applicable school district 4K standards.

The teacher builds positive, respectful relationships with children, families, and colleagues, supports individual learning needs, and fosters curiosity, confidence, and a love of learning through structured lessons and play-based experiences. This role requires strong leadership skills, effective communication with parents/guardians, and strict adherence to state childcare regulations and YMCA policies while maintaining a welcoming classroom environment.

## ESSENTIAL FUNCTIONS

- Create and maintain a fun, safe, and nurturing learning environment with developmentally appropriate activities tailored to children's abilities and interest.
- Plan, develop, and implement lesson plans that support children's social, emotional, physical, and intellectual growth, while incorporating YMCA core values.
- Ensure the classroom is safe, clean, organized, and fully compliant with state licensing standards; promptly report and resolve any concerns.
- 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.

- Maintain accurate documentation of attendance, absences, emergency information, developmental records, meal counts, and incident/accident reports in a timely manner.
- Document and report all significant behaviors, incidents, and disciplinary actions in accordance with YMCA behavior management procedures.
- Comply with all emergency procedures appropriate to the site and follow protocols established by emergency service authorities to ensure the safety of children and staff.
- Establish and maintain professional communication with parents/guardians, including conferences, updates on children's progress, and daily experiences.
- Support children's growth and self-regulation through positive guidance, age-appropriate discipline, and encouragement of independence, creativity, and problem-solving.
- Provide leadership and direction to Assistant Teachers ensuring consistency in program delivery.
- Collaborate with co-teachers and administrative staff to ensure program quality and consistency across classrooms.
- 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, families, and staff.
- Uphold strict adherence to all YMCA, branch, and department policies and procedures.
- Perform all other duties as assigned by the Director or Childcare Leadership Team.

## 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.