

Lakeland Hills YMCA-Marion Mann Roberts Early Learning Center Infant-Toddler Assistant Teacher

Positions available as follows:

M-F 7:00-1:00 - Infants and Toddlers age 6 mos to 2 1/2 years

M-F 9:00-1:00 - Strong background with Toddlers age 1 1/2 to 2 1/2 preferred

M-F 2 PM or 3 PM to 5 PM - Infants and Toddlers age 6 mos to 2 1/2 years

General Function:

Under the guidance of the director the Teachers Aide is responsible for: assisting head teacher and coworkers with the implementation of daily curriculum and room maintenance, building positive relationships with the children and parents, and being accountable for the health and safety of each participant.

Required Education, Knowledge, Skills, and Abilities:

- Must have a strong interest in the development of Infant/Toddler and Pre-school children.
- Must have at least one-year experience working with children.
- Must have strong communication and leadership skills in order to maintain a high-quality program along with the ability to work cooperatively with other staff members and volunteers at the YMCA.

Physical Requirements:

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.

While performing the duties of this job, the employee is regularly required to stand; walk; reach with hand or arms; lift and/or move up to 50 pounds; climb or balance; and stoop, kneel, crouch, or crawl. The employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Principal Job Segments:

- Be accountable for the health and safety of each participant in the following ways:
- Administer minor first aid.
- Follow all emergency medical procedures and complete necessary medical/accident reports.
- Monitor those picking up children to be sure they are authorized to do so.
- Monitor playground, classroom, swimming, gym, and any other area that your group may utilize.
- Assist co-workers in planning and implementing the daily curriculum:
- Help to manage the daily schedule.
- Help to plan activities geared toward the individual needs of the class assigned to you.
- Meet all goals and objectives set for the Childcare Program.
- Keep written communication in the journal provided.
- Assist in keeping written records of serious incidents/accidents and bring them to the immediate attention of the Director.
- Build positive relationships with the children by:
- Teaching children sharing, caring and mutual respect.
- Encouraging, guiding and evaluating children.

- Helping children maintain a positive self-image.
- Listening to and talking with children.
- Helping children deal with both positive and negative feelings.
- Offer the children opportunities to initiate activities as well as to take part in the decision-making process.
- Build positive relationships with the parents by:
 - Demonstrating an interest in their child.
 - Valuing ideas and parental experience.
 - Welcoming parents as visitors.
 - Keeping parents informed of incidents and accidents.
 - Discussing any serious behavior or health problems with the Director or Head Teacher prior to speaking with the parent.
- Care for equipment and classroom maintenance and participate in YMCA events:
 - Complete daily set-up and clean-up responsibilities.
 - Complete and follow daily cleaning routines
 - Attend staff meetings as requested by the Director
 - Be responsible for finding your own substitute when unable to work assigned hours.
 - There are no more than 5 absences allowed a school year.

Effect on End Results:

- Retention and growth of the program due to a well planned, well conducted class.
- Parents and children are happy because program is enjoyable and organized.
- Children are learning proper skills and education for future schooling in a fun atmosphere.
- The needs of the YMCA mission are being met.

Job Type: Part-time

Salary: \$16.00 - \$18.00 per hour

Submit Your Application at <https://lakelandhillsymca/wp-content/uploads/sites/18/2023/05/employment-application.pdf>

Lakeland Hills Family YMCA
Michele Leaman, Childcare Director