



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NORM WAITT SR. YMCA JOB DESCRIPTION

Job Title: **Early Learning: Preschool Assistant**
Status: Full Time/Part Time, Non-Exempt Department: Early Learning
Reports to: Early Learning Director Revision Date: May 28, 2024

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living, and social responsibility. The Early Learning: Infant/Toddler Assistant at the Norm Waitt Sr. YMCA creates a safe and positive atmosphere that welcomes and respects all individuals while promoting and maintaining a safe, positive, and nurturing environment for children, while building cooperative relationships with parents/caregivers. Under the direction and supervision of the Early Learning Director, the Early Learning: Infant/Toddler Assistant will supervise and guide a child's development in a safe and healthy environment.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Create a welcoming, hopeful, determined, genuine and nurturing atmosphere that fosters a sense of belonging among the preschoolers and helps them gain confidence through achievement.
2. Create a safe and nurturing atmosphere that fosters a sense of belonging and encourages relationship building.
3. Create and maintain a clean and safe environment both physically and emotionally for all.
4. Assures compliance with federal, state, and local regulations as they relate to program areas, including ADA accommodations where appropriate. Ensures that YMCA program standards are met, and safety procedures followed.
5. Provides for upkeep of assigned program facilities and equipment and ensures the physical environment supports a safe and thriving environment including ADA accommodations where appropriate. Follows all procedures and standards.
6. Supervises children, facilities, and all activities.
7. Cultivates positive relationships and maintains effective communication with parents.
8. Maintains program site, equipment, required program records and department files.
9. Attends and participates in family nights, program activities, staff meetings, and staff training.
10. Demonstrates and supports the objectives of the Y's mission statement and values by maintaining the Y-Voice in all that you say and do - welcoming, hopeful, determined, genuine, and nurturing.
11. Implements curriculum within the established guidelines.
12. Makes sure schedules, supplies, materials, etc. are ready for each day.
13. Adheres to policies as stated in the YMCA Employee Handbook.
14. Always conducts themselves in a professional manor in and out of our program site.
15. Perform additional duties as assigned.

The Y: We strengthen the community through youth development, healthy living, and social responsibility.

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YMCA COMPETENCIES (Leader):

- Communication & Influence
- Developing Self & Others

QUALIFICATIONS:

1. Previous experience working with children in a developmental setting preferred.
2. Previous experience working with preschool children in a developmental setting is preferred.
3. College degree or currently pursuing college degree (emphasis on education or business management) preferred.
4. Must be at least 18 years of age.
5. Ability to implement age-appropriate/developmentally appropriate program activities.
6. Must complete the following trainings:
 - CPR/AED & First Aid certification (within 30 days)
 - Blood Borne Pathogens Training or equivalent training approved by the YMCA
 - Emergency procedure training
 - Approved Mandatory Child Abuse Reporter Certification (within 30 days)
 - Additional training may be required based on program and location
7. Previous experience with diverse populations preferred.
8. Must have strong communication and organizational skills.
9. Ability to work with minimal supervision.
10. Commitment to inclusion and compliance with the Americans with Disabilities Act (ADA).

WORK ENVIRONMENT & PHYSICAL DEMANDS

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.

- Work in a team environment and encourage open communication regarding concerns/issues with children, parents or co-workers.
- Regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 50 pounds.
- Ability to plan, lead and participate in activities.
- Stand; walk; sit; use hands to finger; handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl; and talk to hear.

EFFECT ON END RESULT:

- The Y will be recognized by the community as providing excellent and transformational programming that provides opportunities for all participants to learn, grow, and thrive.
- The Y will effectively connect and build relationship with its participants and the community, increasing member enrollment and retention and ultimately increasing the number of people positively impacted by the Y.

SIGNATURE:

Today's date: _____

I have reviewed and understand this job description.

Employee's name

Employee's signature

Supervisor's name

Supervisor's signature

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