



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Central Connecticut Coast YMCA Job Description

Job Title: Preschool Assistant Teacher
Salary Range: \$12.79 - \$16.00 Per Hour
FLSA: Non-exempt – Full-time

Reports To: Center Director
Work Location: New Haven YMCA Youth Center
Work Schedule: 7:30am-5:30pm M -F

A Career with a Cause:

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. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

We are welcoming: we are open to all. We are a place where you can belong and grow. **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.

Position Summary:

This position supports the mission and work of the Y, a leading nonprofit, charitable organization. The Preschool Assistant Teacher at the Central Connecticut Coast YMCA provides direct supervision and leadership to a group of children ages 3-5 years old. The Preschool Assistant Teacher is responsible for providing a program that fosters children's social, physical, spiritual, and mental growth. The Preschool Assistant Teacher assures the well-being for each participant in line with YMCA of the USA guidelines and association policies in accordance with their training.

Salary and Benefits:

- Salary Range: \$12.79 - \$16.00 Per Hour Non-exempt – Full-time 40 Hours per week
- YMCA Retirement Fund Contribution: 12% (Y-11%; employee-1%)
- Health Insurance (3 plans with significant employer contribution for employee's premium)
- Training and development including conferences, workshops, and membership in professional organizations
- YMCA membership and staff program discounts

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The essential functions of this position include, but are not limited to the following:

- Models the YMCA core values of caring, honesty, respect, and responsibility with members, colleagues, guests, volunteers, and vendors.
- Positively and proactively communicates with and responds to supervisor, staff, program participants, and parents.
- Ensures that program participants, program areas, and equipment are kept clean and safe.
- Maintains physical presence, remains alert at all times while on duty, maintains constant visual attention to program participants, remains aware of surroundings, and actively participates in all program activities.
- Prepares activities so children can learn about the world, explore interests, and develop talents
- Assists and tutors children individually and in small groups under teacher's guidance to help master material and reinforce learning outcomes.
- Develops schedules and routines to ensure children have enough physical activity, rest, and playtime and overall positive outcomes.
- Watches for signs of emotional or developmental problems in children and brings problems to the attention of parents.
- Keeps records of the students' progress, routines, and interests, and keeps parents informed about their child's development
- Knows, follows, and enforces all YMCA policies, rules, regulations, and procedures, including those for the prevention of child abuse and the rule of three.
- Ambassador of all YMCA programs with a focus on Child Care programs and member engagement that fosters loyalty among those we serve.
- Follows all Office of Early Childhood and YMCA Child Care procedures and guidelines including those pertaining to health and safety, supervision of children, child care discipline, policy drop-off/pick-up, attendance, forms, reports, and staff expectations as required by the YMCA, licensing, and the state health department.
- Knows, reviews, and enforces all emergency procedures and responds to emergency situations immediately in accordance with YMCA policies, procedures, completes related reports as required.
- Attends all mandatory meetings and trainings.

YMCA Leadership Competencies:

- **Communication & Influence** Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y's cause
- **Developing Self & Others:** Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential.

- **Inclusion:** Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence.

Experience, Education, and Qualifications:

- Experience working with children preferred
- Upon hire must have documentation of a physical examination and a TB Tine Test, to be repeated every two years
- Baccalaureate or higher degree in early childhood education (ECE) or a related major (child development, elementary education, early childhood special education).
- Transcript reflecting an earned BA or higher degree in ECE or related major; OR diploma reflecting that a BA or higher degree was completed and that lists the ECE or related major
- ECTC credential is awarded at two levels: Associate's Degree level with an endorsement(s) Infant/toddler/Preschool or Bachelor's Degree level with an endorsement(s) Infant/toddler/Preschool
- Must submit Office of Early Childhood Background Check and fingerprinting forms within 30 days of hire
- Remains calm and objective when under pressure and or when challenged by others or when working with children that display challenging behaviors
- Effective communication skills necessary to inform, counsel, motivate, and support members
- Must be observant, safety-conscious, and able to react calmly and quickly in an emergency, adaptable and flexible to the programs needs
- Possesses organizational skills

Trainings & Certifications:

- Must complete online Blood borne Pathogens and Employee Safety trainings prior to initial assignment to position.
- Must complete online Hazard Communication training within the first 90-days of employment.
- Must complete other New Employee Orientation and department onboarding within the first 90-days of employment.
- Must complete Child Abuse Prevention and Mandated Reporter trainings prior to initial assignment to position.
- Connecticut Child Care CPR/First aid certification must be obtained within 6 months of hire and maintained.
- Administration of Medications certification is preferred.
- Continue professional development as outlined in the State of Connecticut Office of Early Childhood licensing requirements (complete hours of training equal to or greater than 20% of hours worked) as well as any/all training required by the YMCA and other accrediting agencies.

Effect on End Results:

This position strongly impacts the effectiveness with which the Central Connecticut Coast YMCA accomplishes its mission. The role requires that the Preschool Assistant Teacher be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.

- Child Care environment/facility is safe, welcoming, and clean.
- All YMCA programs are recognized in the community as high quality and safe programs.
- All applicable licensing standards, grant stipulations, YMCA policies, state, and local laws, and YMCA of the USA risk management recommendations are met or exceeded.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to type, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Position requires sitting for extended periods of time and repetitive data entry. Must be able to run, walk, or stand and fully participate in camp activities for up to 8 hours. Ability to conduct activities and perform all physical aspects of the position.

Work Environment:

This job operates in a recreational and educational environment. This role routinely uses standard sports and recreation equipment such as gym equipment, sports equipment, and office equipment such as phones, photocopiers, filing cabinets, and fax machines. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate to high.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Application Information:

Submit a cover letter, resume, and four references by **December 19, 2018** to Jisel M. Cordero, Center Director at jcordero@cccymca.org