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## Central Connecticut Coast YMCA Position Announcement

Job Title: School Age Child Care (SACC) Head Teacher  
Salary Range: \$13.00-\$14.00  
FLSA: Non-exempt – Part-time

Reports To: SACC/Camp Director  
Work Location: Hamden/North Haven YMCA  
Work Schedule: Monday-Friday, 2:45-6:00pm

### 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 SACC Head Teacher at the Central Connecticut Coast YMCA provides direct supervision and leadership to a group of children and SACC Teachers in a school age child care program, where self-concepts are enhanced, independence encouraged, and individuality respected. The SACC Head Teacher is responsible for providing a program that fosters children's social, physical, spiritual, and mental growth. The SACC Head 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: \$13.00-14.00 per hour, Non-exempt
- YMCA Membership

### 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.
- Develops and maintains positive relationships with volunteers, members, program participants, and colleagues at all levels of the organization; helps participants and families connect with each other and the YMCA; and encourages family involvement.
- Assists Child Care Director in planning and implementing of program activities. Implements programs in accordance with YMCA guidelines, having prepared accordingly, and supports program participants and staff in achieving their goals.
- Responsible for supervision and support of SACC Teachers, Teacher Assistants, and Volunteers at assigned site, including hiring and training.
- Positively and proactively communicates with and responds to supervisor, staff, program participants, and parents.
- Ensures that program participants, program areas, equipment, and supplies 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.
- Knows, reviews, and enforces all emergency procedures and responds to emergency situations immediately in accordance with YMCA policies, procedures, completes related reports as required.
- 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 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, supplies, and staff expectations as required by the YMCA, licensing, and the state health department.
- 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.
- **Program/Project Management:** Ensures program or project goals are met and intended impact occurs.

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- **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:**

- Must be at least 20 years of age.
- Must have at least one of the following (A or B):
  - A. 1. A high school diploma or equivalent.  
2. At least 1080 hours of documented supervised experience over a nine-month period, including working with children in a program with these standards or comparable standards. Programs must serve same ages and developmental stages as those served in this program.  
3. Twelve (12) credits in early childhood education or child development, elementary education, recreation, group social work, or a related field from an accredited institution of higher education with program approval from a Board of Governors of Higher Education.
  - B. 1. A bachelor's degree in early childhood education or child development.  
2. At least 360 hours of documented supervised experience with unrelated children of the same ages to be served and with these or comparable standards plus at least one semester of student teaching with children of same ages/developmental stages as those to be served.
- Upon hire must have documentation of a physical examination and a TB Tine Test, to be repeated every two years.
- Must submit Office of Early Childhood Background Check and fingerprinting forms within 30 days of hire
- Bilingual in English and Spanish helpful
- Must be able to plan and implement developmentally appropriate activities
- Demonstrated ability to teach and assist in teaching activities
- Good role model, with integrity and adaptability.
- Remains calm and objective when under pressure or when challenged by others
- 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
- Able to work flexible schedules

#### **Trainings & Certifications:**

- Must complete New Employee Orientation, Child Abuse Prevention, Mandated Reporter, Blood-borne Pathogens, Employee Safety, and Hazard Communication trainings prior to initial start of 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 SACC Head Teacher be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.

- Growth is seen in the program enrollment and quality in accordance with annual targets.
- All YMCA programs are recognized in the community as high quality and safe programs.
- Participants and staff set and achieve personal goals.
- All applicable licensing standards, grant stipulations, YMCA policies, state and local laws, and YMCA of the USA risk management recommendations are met or exceeded.
- School Age Child staff embody the mission and values of the YMCA.
- Positive image of the Central Connecticut Coast YMCA is achieved.

#### **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 **February 15, 2019** to Erin Kelly, School-Age Child Care/Camp [ekelly@cccymca.org](mailto:ekelly@cccymca.org)