



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Central Connecticut Coast YMCA Position Announcement

Job Title: Preschool Associate Teacher
Salary Range: \$10.10 - \$14.00 per hour
FLSA: Non-exempt – Part time

Reports to: Preschool Child Care Director
Work Location: New Haven YMCA Youth Center
Work Schedule: 08:45-02:00 pm M - F

A Career with a Cause:

At the YMCA, strengthening community is our cause. 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.

General Function:

Under the direction of the Preschool Lead Teacher, the **Preschool Associate Teacher** is responsible for assisting with all aspects of the **School Readiness** program in the assigned classroom. This includes but is not limited to implementation of the curriculum; student observations and reports to the Lead Teacher; and parent communication. Under the direction of the Lead Teacher, assist with planning, organizing and leading small and large group activities using a team approach in accordance with the goals and policies of the YMCA. Ensure that curriculum is followed but also allow for spontaneity, creativity and flexibility. They must ensure a warm, nurturing, safe and loving environment, where self-concepts are enhanced, independence is encouraged, and individuality is respected.

Salary and Benefits:

- Salary Range: \$10.10 - \$14.00 per hour, Non-exempt
- YMCA Membership

Essential Duties and Responsibilities:

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:

- Model and teach the YMCA values and child care philosophies with participants, colleagues, parents, visitors and other constituents.
- Connect quickly with participants. Develop and maintain personal relationship with children that inspire trust and confidence. Assist each child with meeting personal goals and those established by the program.
- Act as a team member as evidenced by active participation in all training events and staff meetings, cooperating with and connecting with colleagues.
- Positively and proactively communicate with and respond to supervisor, colleagues, children and parents.
- Execute day-to-day responsibilities to create a safe, secure and enjoyable environment. Enforce all safety regulations including keeping children and program areas clean and safe. Carry out disciplinary action when necessary in accordance with the Discipline Policy.
- Actively participate in all daily activities and assist in the daily maintenance of the program.
- Anticipate and minimize potential problems with children or the environment and respond effectively and in accordance with YMCA guidelines, to problems that occur. Execute and enforce all safety regulations policies and procedures, including those for the prevention of child abuse.
- Respond quickly and effectively to accidents and incidents. Accurately prepare and submit Accident and Incident Reports in a timely manner.
- Instruct children in emergency procedures including fire, severe weather, and lost child.
- Provide opportunities for individuals and the group to achieve goals and making sure to meet program goals.
- Take direction from the head teacher, child care director, or program director. Supervise, direct and/or guide child care teacher assistants.
- Help maintain all records and files including accurate documentation of attendance, emergency information, accident/incident reports, individual and group behavior in accordance with the Connecticut State Department of Health licensing requirements, the State Department of Education or School Readiness Council or any other agency with oversight responsibilities. Maintain communication with office personnel regarding enrollment, absences and withdrawals.
- Maintain a positive, professional attitude and loyalty to the YMCA.
- Maintain inventory of supplies.
- Responsible for forwarding notices, fee receipts, and other communications to parents

- Continue professional development as outlined in the Connecticut State Department of Health 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.
- Assume the role and responsibility of Head Teacher in his or her absence.
- Be knowledgeable and supportive of YMCA programs and encourage member participation in events and programs.
- All other duties as directed by supervisor.

Experience, Education, and Qualifications:

- Associate's degree in Early Childhood Education or Associate's degree in another field plus 12 approved credits in Early Childhood education and an ECTC with the age groups with which the incumbent will be working.
- At least **540 hours** of documented supervised experience over a nine-month span of time, including working with children in a program with these standards or comparable standards.
- Knowledge of and experience with implementation of NAEYC accreditation standards as well as Department/Office of Early Childhood Education licensing standards is preferred.
- Must be able to implement developmentally appropriate activities per the prescribed curriculum.
- Excellent verbal and written communication skills with diverse populations.
- Proficiency in variety of software applications including Microsoft Office is preferred.
- Must have documentation of a physical examination every two years and a TB Tine Test upon hire and must submit Department of Public Health Background Check and fingerprinting forms within 30 days of hire.
- Consistent and regular attendance to ensure ratios is a must
- Bilingual in English and Spanish preferred.

Trainings & Certifications:

- Connecticut Child Care CPR/First aid certification - required.
- Administration of Medications and Epi-Pen certification - preferred.
- Must complete online Blood borne Pathogens and Employee Safety trainings prior to initial assignment to position.
- Must complete other New Employee training within the first 90-days of employment.
- Must complete Child Abuse Prevention trainings within the first 90-days of employment.

Core Competencies:

- **Communication and Influence:** Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y's cause.
- **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.
- **Critical Thinking & Decision Making:** Makes informed decisions based on logic, data, and sound judgement.
- **Program/Project Management:** Ensures program or project goals are met and intended impact occurs.
- **Collaboration:** Creates sustainable relationships within the Y and with other organizations in service to the community
- **Developing Self & Others:** Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential
- **Emotional Maturity:** Demonstrates ability to understand and manage emotions effectively in all situations.

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 Associate Teacher be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.

- There is positive growth and nurturing of children in the program by meeting individual development needs.
- There is the creation of a warm and friendly atmosphere in which children and families can grow.
- A quality child care program exists that reflects a positive image of the YMCA and its services to the community.
- The program enrollment and financial goals are met or exceeded.
- The program meets or exceeds licensing and accreditation standards.

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 15 pounds and occasionally lift and/or move up to 40 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.

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.

Association Profile

- The CCCY is a YMCA North American Network Y (one of the 70 largest Ys in North America) with an operating budget of \$27.7M.
- The Y delivers a full range of youth development, healthy lifestyle, and aquatic programs and services at our nine full-facility branches, two youth and community centers, and our resident camp in The Berkshires of Massachusetts. Through our Alpha Community Services Y Branch we lead the way in affordable supportive housing initiatives in Bridgeport and New Haven.
- The CCCY serves portions of Fairfield and New Haven Counties with a population of 850,000 including twenty-five towns and cities (Bridgeport and New Haven). Some suburban towns are 95% Caucasian and have median incomes of \$180,000. Bridgeport and New Haven include strong minority communities where 50-75 different languages are spoken. Median income in Bridgeport and New Haven is \$30,000. Our service area is a true example of the "two Connecticut" with people of great wealth neighboring cities with many living in poverty.
- Steadily improving financial performance with recent balanced budgets including full funding of depreciation on contribution to reserves.
- 1,700 committed volunteers who donated 35,000 hours of service in 2016.
- 150 full-time and 1,000 part-time employees.

Advantages to the Area:

City hot and country cool is a description sometimes used for Coastal Fairfield and New Haven Counties. Our service area includes many affordable towns with great school systems and choices. This is a great place to raise a family. The greater New Haven area includes wonderful arts and cultural opportunities in addition to the many activities offered through Yale University. We are located 1.5 hours from New York and 2.5 hours from Boston. There are beaches, access to college and professional sports, and diverse towns and neighborhoods. The recreational opportunities in Connecticut and New England are fantastic!

Websites for More Information:

www.cccymca.org

www.newhavenymca.org

Application Information: Submit a cover letter, resume, and four references by March 22, 2019 to Jisel Cordero, Center Director, jcordero@cccymca.org