



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA WeeFolks / YMCA WeeFolks IRC -JOB DESCRIPTION

PRINT NAME: _____

Job Title: **Wee Folks Teacher's Aide**

Job Type: **Full Time / Part Time**

Reports To: **Childcare Director**

POSITION SUMMARY: The Wee Folks Teacher's Aide provides assistance to the Childcare Teacher and Assistant Teacher in implementing childcare center programs. The Aide will assist with caring out the childcare mission and values by providing high quality childcare services to children and parents.

GENERAL JOB FUNCTIONS:

- **Assist with the implementation of daily plans and activities**
- **Supervise children and participate with children in activities**
- **Contribute to activity preparation and clean up and room maintenance**
- **Maintain program site and equipment**
- **Communicate with parents and staff with professionalism**
- **Maintain CACFP rules and regulations for all meals**
- **Maintain all rules and regulations for MN State RULE (3)**
- **Directly responsible for reporting any suspected child abuse or neglect to the MN Human Services**
- **Knowledge of proper diapering procedures and assist in personal hygiene for children**
- **Follow strict confidentiality of all information regarding children, families and staff**
- **Attend in service trainings and staff meetings to stay informed with children and program needs**
- **Represent the YMCA childcare in a pleasant professional manner**
- **Be on time and dependable**
- **Patience and calmly redirect behaviors of children**
- **Ability to lift a minimum of 50 pounds, stand bend lift and sit on the floor as needed.**
- **Other duties deemed necessary by the YMCA Childcare Director**

REQUIERMENTS:

- **Minimum age of 16, Preferred 18**
- **Adult, Child and Infant pediatric CPR, First-Aid, AED Certifications within 30 days of hire date (we provide)**
- **Strong commitment to quality childcare**
- **Excellent interpersonal communication skills**
- **A commitment to working with children in a developmental setting and a sincere desire to have a meaningful effect on their lives.**
- **Ability to work with individuals from diverse backgrounds**
- **Must be to work on time and be dependable**
- **Meet training requirements annually**

Work conditions:

- **Perform all physical aspects of the position, including frequently moving around, bending, reaching, and lifting up to 50 lbs. at a time**
- **Ability to recognize and react calmly and effectively in hazardous/dangerous situations**
- **May provide children with assistance in dealing with issues such as person hygiene, medical needs, toileting, diapering, lifting, writing and feeding.**
- **May be exposed to verbal outbursts, physical actions or bodily fluids in the childcare environment**

COMPETENCIES:

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrate a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fundraising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgements and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better family experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform to their highest ability. Uses best practices and demonstrates up to date knowledge and skills in technology.

I have read and understand the Wee Folks Teacher's Aide responsibilities and Job duties for the ITASCA County Family YMCA Childcare program.

I understand that my failure to comply with the responsibilities stated above may ultimately result in dismissal from the YMCA.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____