



YMCA WeeFolks / YMCA WeeFolks IRC -JOB DESCRIPTION

PRINT NAME: _____

Job Title: **Assistant Teacher**
Job Type: **Full Time /Part Time**
Reports To: **Childcare Director**

POSITION SUMMARY:

The Wee Folks Teacher's Assistant provides assistance to the Childcare Teacher in implementing childcare center programs. Assistant will carry 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**
- **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**
- **Help plan and implement YMCA special events**
- **Other duties deemed necessary by the YMCA Childcare Director**

REQUIERMENTS:

- **Minimum age of 18**
- **Adult, Child and Infant pediatric CPR, First-Aid, AED Certifications within 30 days of hire date**
- **Qualified Education certificates**
- **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**

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: Perseus 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 Assistant Teacher 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: _____