



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

FAMILY YMCA OF BLACK HAWK COUNTY POSITION ANNOUNCEMENT

Job Title: **Early Learning Center Assistant Teacher**

FLSA Status: Non-Exempt

Reports Directly to: Director of Early Learning Center/ Senior Director Youth Development

Position: Part-Time/ Full-Time

Wage Rate: \$8.25-\$10.00

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. Family YMCA of Black Hawk County's Early Learning Center (ELC) is seeking an Assistant Teacher who has a love for working with children, ages 6 weeks to 5-years-old. You must be outgoing, motivated, compassionate, patient, creative, playful, and dependable. Under the direction of the Early Learning Center Director and the Lead Teacher, the Assistant Teacher is responsible for carrying out the day-to-day tasks in their assigned program room.

OUR CULTURE:

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

ESSENTIAL FUNCTIONS:

- 1.** Assist with developing and implementing daily lesson/enrichment activity engagement to meet the social, emotional, physical, and cognitive needs of the children in your care. Assist lead teacher with classroom operations.
- 2.** Provide direct support and engagement with children to provide a nurturing environment for development. Some age groups may require physical direct supports. (ex. playing, toileting, rest time, and meal time...)
- 3.** Assist with equipment and program environment upkeep including opening /closing procedures/ DHS, CACFP, and YMCA compliance regulations
- 4.** Have the knowledge/ implement age appropriate behavior management techniques and philosophy.
- 5.** Conduct ongoing, systematic observations and evaluations of each child.
- 6.** Maintain positive communication with parents/guardians
- 7.** Attend and participate in family nights, program activities, staff meetings, and staff training. Support and participate in YMCA community events and fundraising efforts.
- 8.** Have the knowledge and implement emergency procedures to ensure safety of children and be physically and mentally able to respond to emergencies and administer CPR and/or First aid appropriately.
- 9.** Support the mission of the YMCA and incorporate the YMCA character development values including: Care, Honesty, Respect, and Responsibility in our daily routine while working with children, parents, and staff.
- 10.** Maintain program records (ex. incident reports, meal counts, sign/out rosters...)

QUALIFICATIONS:

- Minimum requirement of high school diploma and have or be willing to pursue Child Development Associate Credential (CDA), AA or BA in Early Childhood, Family Services or related field beginning within the first 3 months of employment.
- Minimum of 1 year of experience in a licensed childcare setting is preferred.
- Certifications required within 30 days of hire: Physical, TB, CPR/AED, and First Aid, Blood borne Pathogens, and Mandatory Reporter Training.
- Clear criminal background check
- Ability to relate effectively to diverse groups of children and individuals from all social and economic segments of the community.
- Basic Computer Competencies

WORK ENVIRONMENT & 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Staff must successfully complete Mandatory reporter, blood borne pathogens, **CPR/First Aid within 12 hours of childcare essential training the first 30 days of employment and complete other YMCA new employee's orientation trainings within 90 days of employment.**
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee may occasionally lift and/or move up to 40 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment can range from quiet to noisy, but is usually moderate. Staff will have periods of standing and sitting while engaging with children within indoor/outdoor space.

TO APPLY:

Please submit your cover letter, resume and three references to:

Courtney Ronan
 Early Learning Center Director Black Hawk County YMCA
 669 South Hackett Road, Waterloo, IA 50701
 cronan@blackhawkymca.org
 For questions please call: 319-233-3531