

JOB POSTING



JOB POSITION: Assistant Teacher

POSITION TYPE: Part-time

LOCATION: Aberdeen Family YMCA/Youth Development Center (YDC)

POSITION POSTED:

APPLICATION DEADLINE:

INTERESTED APPLICANTS MAY CONTACT:

Kayley Johnson, YDC Director

6 South State Street

Aberdeen, SD 57401

kjohnson@aberdeenyumca.org

605-225-7113

GENERAL DESCRIPTION:

The Assistant Teacher supports the teaching staff in implementing childcare programs and assists in providing high quality child care services to children and parents that focus on the YMCA core values. This position provides direct supervision to a group of children in a classroom and creates positive, nurturing relationships with children, while building cooperative relationships with parents/caregivers. This position may work with infants through school age children.

JOB REQUIREMENTS, PREFERRED EDUCATION, TRAINING, AND WORK EXPERIENCE:

- Must be a minimum of 18 years old.
- Satisfactory background check.
- Current CPR-PR (CPR for Professional Rescuer) Certification required.
- Current First Aid Certification required.

ESSENTIAL FUNCTIONS: *Essential functions are those tasks, duties, and responsibilities that comprise the means of accomplishing the job's purpose and objectives. Essential functions are critical or fundamental to the performance of the job. They are the major functions for which the person in the job is held accountable.*

- Availability to work varied hours; early mornings, days and evenings.
- Assist with the implementation of daily plans and activities.
- Assist with supervising the children, classroom, and all activities always maintaining child/staff ratios and within the licensing law requirements.
- Greet members and guests in a friendly manner while providing effective communication with parents.
- Assist in recording daily meal and snack counts in accordance with child care center guidelines.
- Assist in maintaining classroom area and equipment.
- Communicate with parents on an ongoing basis and assist with parent conferences.
- Assist with daily observations and child evaluations.
- Supporting classroom and behavior management consistently to develop a safe and productive learning environment.
- Exhibit proper professional attitudes striving to understand all family situations, maintaining confidentiality of staff and family information.
- Assisting in swimming, field trips and special events.
- Promotes and supports the potential of all youth in programs.
- Preserve strict confidentiality of information regarding children, families and guests.
- Must possess speaking, listening and writing, skills appropriate for interacting with both children and adults.
- Must have flexibility and the ability to adapt to changing circumstances.

- A willingness to commit to the mission of the YMCA.
- Promote YMCA membership, programs and services.
- Promote and incorporate the YMCA's mission, four core values and areas of focus into all program activities.
- Ability to establish and maintain harmonious relationships with staff, volunteers, members and the general public.
- Responds to all member and community inquires and complaints in a timely manner.
- Responds to emergency situations in accordance with CPR, First Aid and Aberdeen Family YMCA policies and procedures. Completes incident and accident reports as required.
- Be involved in community activities to the benefit of the YMCA and its programs.
- Attend and participate in staff meetings and/or related meetings.
- Positively communicate information on all YMCA programs.
- Assist with special events as needed.
- Actively participates in YMCA events.
- Complete other duties as assigned.

Equal Employment Opportunity

Resumes and employment applications can be returned to the email address above or at 5 S. State Street, Aberdeen, SD 57401.

Applications can be found on our website at aberdeenyumca.org.