FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB DESCRIPTION

TITLE: Childcare Teacher's Aide

REPORTS TO: Site Director

SALARY: $8.00 – $9.00 per hour depending on education/experience.

GENERAL FUNCTION

This position is responsible for assisting the Site Director and teachers in program development and implementation, supervision of children and working as a member of a team.

MINIMUM REQUIREMENTS

Must be a high school graduate if under 18 years of age and must demonstrate experience working with children. As per state licensing requirements, prior to employment candidate must have an annual physical and TB test as well as a finger print check. The employee is required to take a 3-hour Child Abuse Awareness training through the YMCA within the first 30 days of employment. CPR and First Aid Certification required. If the employee has not completed the above requirements within the first 30 days, they will not be allowed to come back to work until they are in compliance.

AREAS OF RESPONSIBILITY

1. Assist Site Director in planning and conducting a creative program that is age-appropriate for school-age children. Plans daily and monthly activities.
2. Supervise and be actively involved with children assigned to your activity area; responsible for health and safety at all times. Must know emergency procedures.
3. Provide leadership for activities; both small and large group (i.e., circle time/values discussion).
4. Assist Site Director in planning and conducting special events.
5. Attend and participate fully in weekly staff meetings and required training programs.
6. Assist with care and maintenance of equipment and site including daily clean-up of activities and site as well as scheduled site maintenance.
7. Treat all children with dignity and respect; follow discipline procedures as outlined by Director.
8. Attend parent and parent/child events related to program.
9. Engage in behaviors conducive to team building with other staff, such as open communication, encouragement, support and tolerance of each other.
10. Participate in the YMCA annual fund raising campaign phone night.
11. Other duties as assigned.
12. Act as a role model, representing the YMCA.

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.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to stand and climb or balance. The employee is occasionally required to sit; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions. The noise level in the work environment is usually loud.

I have read and understand the above job description for the job I have been hired.

Employee Signature Date

Supervisor Signature Date