



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## GREEN COUNTY FAMILY YMCA JOB DESCRIPTION

Job Title: **Assistant Child Care Teacher**

Status: Full-Time Non-Exempt

Reports to: Director of Child Development

Department: Child Development

Revision Date: 1/23/2025

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### 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. The Assistant Child Care Teacher provides direction for the children in the classroom, assists with implementing program curriculum, and provides a quality experience to children and parents that focuses on building achievement and belonging.

### ESSENTIAL FUNCTIONS

1. **Program Development**

- Alongside the Lead Teacher, assists with designing and implementing curriculum within the established guidelines and daily lessons/activity plans.
- Adapt lessons to meet the needs of each child as needed. Makes ongoing, systematic observations and evaluations of each child.
- Collaborates with, and provides support to, Lead Teachers.

2. **Safety & Communication**

- Closely monitors arrivals, departures, and absences of all participants, and ensure that children's whereabouts are known at all times during program hours.
- Manages emergencies, unusual circumstances, and behaviors.
- Maintain effective lines of communication with parents and co-workers, with respect to confidentiality.
- Work alongside the Lead Teacher to plan and conduct parent-teacher conferences and assist in coordinating outreach activities for families.
- Maintains classroom cleanliness, maintains the "tour-ready" standard.

3. **Administrative & Reporting Responsibilities**

- Assists with maintaining proper classroom records.
- Documents all classroom concerns and reports them to the Lead Teacher and Director of Child Development.

4. **Additional Duties**

- Performs all other duties as assigned by the Lead Teacher and Director of Child Development.

### YMCA COMPETENCIES:

**Mission Advancement:** Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

**Collaboration:** Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and

dealing with conflict. Effectively tailors' communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

*Operational Effectiveness:* Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

*Personal Growth:* Shares new insights. Facilitates change; models' adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

## **QUALIFICATIONS:**

- Must be at least 17 years of age.
- High School diploma or equivalent general education degree preferred.
- Abusive Head Trauma Training, CPR for infant and child, AED, Intro to the child care Profession, SIDs Prevention Training, Fundamentals of Infant and Toddler Care within 30 days of employment.
- CPR, First Aid, AED Certifications and child abuse prevention trainings within 30 days of hire.
- Previous experience working with children in a developmental setting preferred.
- Must be able to comply with ADA requirements.
- Must complete Wisconsin Mandated Reporter Training within 30 days of hire.

## **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.
- The employee needs sufficient strength, agility and mobility to perform essential functions and to safely supervise program activities in a variety of indoor and outdoor locations.
- 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 must occasionally lift and/or move up to 10 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 is usually moderate.