



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NORM WAITT SR. YMCA JOB DESCRIPTION

Job Title: Early Learning: Infant/Toddler Assistant
Status: Full-Time/Part-Time, Non-Exempt Department: Early Learning
Reports to: Early Learning & Youth Development Director Date: April 30, 2025

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 Early Learning Assistant: Infant/Toddler** at the Norm Waitt Sr. YMCA creates a safe and positive atmosphere that welcomes and respects all individuals while promoting and maintaining a safe, positive, and nurturing environment for children, while building cooperative relationships with parents/caregivers. Under the direction and supervision of the Early Learning Director, the Early Learning Assistant: Infant/Toddler will supervise and guide a child's development in a safe and healthy environment.

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 belong. **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** and 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:

- Create a welcoming, hopeful, determined, genuine and nurturing atmosphere that fosters a sense of belonging among the preschoolers and helps them gain confidence, build relationships, and thrive emotionally, socially, and academically.
- Create and maintain a clean and safe environment both physically and emotionally for all.
- Assure compliance with federal, state, and local regulations as they relate to program areas, including ADA accommodation where appropriate. Ensures that YMCA program standards are met, and safety procedures followed as stated in the Employee Handbook.
- Supervise children, facilities, and all activities.
- Cultivate positive relationships and maintain effective communication with parents.
- Assists the lead teacher maintains program site, equipment, required program records and department files.
- Demonstrate and support the objectives of the Y's mission statement and values by maintaining the Y-Voice in all that you say and do - welcoming, hopeful, determined, genuine, and nurturing.
- Assist the lead teacher when implementing the curriculum.
- Assist the lead teacher in preparing supplies, materials, etc. for each day.
- Always conduct themselves in a professional manner in and out of our program site.
- Assist with supervision and interaction with all children ages 6 weeks to 5 years in our early learning childcare program.
- Implement & participate in daily age-appropriate activities.
- Nurture children through purposeful programming.
- Create a positive rapport and share interest with all youth.
- Provide opportunities for youth to lead, problem-solve, and make decisions and choices within the program and provides daily opportunities for youth to reflect on and respond to their experiences.
- Maintain professional dialogue and communication with parents and caregivers.
- Attend and participate in family nights, program activities, staff meetings, and staff training.
- Maintains program site, equipment, required program records and department files.
- Assists in checking in and signing out the children.
- Adheres to policies as stated in the YMCA Employee Handbook.

The Y: We strengthen the community through youth development, healthy living, and social responsibility.

NORM WAITT SR. YMCA JOB DESCRIPTION

Job Title: **Infant/Toddler Assistant**

- Possess working knowledge of child abuse and neglect laws and proper reporting procedures.
- Perform additional duties as assigned

YMCA COMPETENCIES (Leader):

- Communication & Influence
- Developing Self and Others
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QUALIFICATIONS:

- Must be at least 18 years of age.
- Previous experience working with children in a developmental setting preferred.
- College degree or currently pursuing a college degree preferred.
- Previous experience with diverse populations preferred.
- Must have strong communication and organizational skills.
- Ability to work with minimal supervision.
- Commitment to inclusion and compliance with the Americans with Disabilities Act (ADA).
- Must complete the following trainings:
 - Emergency procedure training
 - CPR/First Aid and Blood Born Pathogen Certification
 - Mandatory Child Abuse Reporter Certification
 - Additional training may be required based on program and location

WORK ENVIRONMENT & PHYSICAL DEMANDS [edit as needed]

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.

- Work in a team environment and encourage open communication regarding concerns/issues with children, parents or co-workers.
- Regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 50 pounds.
- Ability to plan, lead and participate in activities.
- Stand; walk; sit; use hands to finger; handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl; and talk to hear.
- Understands the YMCA is a public accommodation committed to the compliance with the Americans with Disabilities Act (ADA).

EFFECT ON END RESULT:

- The Y will be recognized by the community as providing excellent and transformational programming that provides opportunities for all participants to learn, grow, and thrive.
- The Y will effectively connect and build relationships with its participants and the community, increasing member enrollment and retention and ultimately increasing the number of people positively impacted by the Y.

SIGNATURE:

Today's date: _____

I have reviewed and understood this job description.

Employee's name

Employee's signature

Supervisor's name

Supervisor's signature

The Y: We're for youth development, healthy living, and social responsibility.