



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NORM WAITT SR. YMCA JOB DESCRIPTION

Job Title: **Preschool Assistant**

Status: P/T August-May

Reports to: Early Learning and Childcare Director

Department: Youth Development

Revision Date: July 12th, 2021

POSITION SUMMARY

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening our community through youth development, healthy living and social responsibility. The Preschool Leader at the Norm Waitt Sr. YMCA creates a safe and positive atmosphere that welcomes and respects all individuals while promoting and maintain a safe, positive and nurturing environment for children, while building cooperative relationships with parents/caregivers.

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 through achievement.
- Create a safe and nurturing atmosphere that fosters a sense of belonging and encourages relationship building.
- Create and maintain a clean and safe environment both physically and emotionally for all.
- Assures compliance with federal, state and local regulations as they relate to program areas, including ADA accommodations where appropriate. Ensures that YMCA program standards are met and safety procedures followed.
- Provides for upkeep of assigned program facilities and equipment and ensures the physical environment supports a safe and thriving environment including ADA accommodations where appropriate. Follows all procedures and standards.
- Supervises children, facilities, and all activities.
- Cultivates positive relationships and maintains effective communication with parents.
- Maintains program site, equipment, required program records and department files.
- Assists in registering participants via e-mail, over the phone or in person as needed.
- Attends and participates in family nights, program activities, staff meetings, and staff training.
- Demonstrates and supports the objectives of the Y's mission statement and values by maintain the Y-Voice in all that you say and do - welcoming, hopeful, determined, genuine, and nurturing.
- Implements curriculum within the established guidelines.
- Organized with the ability to prioritize, multi-task and problem solve.
- Makes sure schedules, supplies, materials, etc. are ready for each day.
- Adheres to policies as stated in the YMCA Employee Handbook.
- Conducts themselves in a professional manor at all times in and out of our program site
- Perform additional duties as assigned.

YMCA COMOPETENCIES (Team Leader):

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.

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 education.

QUALIFICATIONS:

1. Previous experience working with children in a developmental setting preferred.
2. Previous experience working with preschool children in a developmental setting is preferred.
3. College degree or currently pursuing college degree (emphasis on education or business management preferred).
4. Must be at least 21 years of age.

MUST COMPLETE THE MINIMUM REQUIRED TRAININGS:

CPR/AED/First Aid Certifications or equivalent certifications approved by the YMCA

Blood Borne Pathogens Training or equivalent training approved by the YMCA

Approved Mandatory Child Abuse Reporter Certification

Emergency procedure training

Additional trainings may be required based on program and/or location

6. Ability to implement age-appropriate/developmentally appropriate program activities.
7. Previous experience with diverse populations.
8. Understands the YMCA is a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA).
9. Must have strong communication and organizational skills.
10. Ability to work with minimal supervision.

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.

- ☑ Ability to plan, lead and participate in activities.
- ☑ Outdoor exposure to wind, sun, summer and winter temperatures.
- ☑ Work in a team environment and encourage open communication regarding concerns/issues with children, parents or co-workers.

EFFECT ON END RESULT:

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

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____