



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA OF LANSING JOB POSTING

### YMCA Child Development Center Assistant Teacher

**General Function:** To support the teaching staff in implementing childcare programs. The incumbent will assist with carrying out the child care mission and values by providing high quality child care services to children and parents that focus on the YMCA core values: honesty, respect, responsibility and caring.

#### **Job Requirements:**

- Must be at least 18 years of age
- An Associate's Degree in child care, early childhood education or related field **OR** CDA or working towards a CDA
- Excellent interpersonal communication skills.
- A commitment to working with children in a developmental setting and a sincere desire to have a meaningful effect on their lives.
- Able to work with individuals from diverse backgrounds.
- Ability to cope with stress and demonstrate appropriate professional reaction to other's behaviors

#### **Position Responsibilities:**

- Assist the lead teacher through the day in the care and education of the children
- Take sole responsibility of the group for short periods of time as required
- Accepts the philosophy and programming approach fo the lead teacher and learn to work as a team with him/her
- Assist in the care and cleaning of the classroom and supplies
- Attend staff meetings as required
- Share with the lead teacher information gained from casual contacts with parents
- Be informed about the status of each child and his or her family so that even casual contacts with parents can represent a consistent approach on the part of the Center

#### **Physical Demands**

While performing the duties of this job, the employee is often required to: bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, lift and/or move up to 30 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.

#### **Disclaimers:**

- Must complete successful background screening and drug test for YMCA and all other off-site screenings for partnering organizations.
- This job description may not be all-inclusive and employee is expected to perform all other duties as assigned by direct management.
- Job descriptions and duties may be modified when deemed appropriate by management.

**Salary:** flexible, part-time work schedule with a max of 28 hours a week, \$10-\$12/hr – ability to earn professional development hours

**Include:** Cover letter, resume, transcripts, and three references.

**Contact:** Amy Stearns, Director of HR & Risk, [careers@ymcaoflansing.org](mailto:careers@ymcaoflansing.org)