



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF LANSING

YMCA Child Development Center Assistant Teacher

General Function: The Assistant Teacher is responsible for assisting the lead teacher in the supervision and management of all aspects of the child development center.

Duties and Responsibilities:

- Assist in planning both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy.
- Meet the emotional, social, physical and cognitive needs of each child ranging from 6 weeks to preschool.
- Take on lead responsibilities in the absence of the lead teacher
- Help where needed in reporting the progress of children to parents in bi-annual reports and through parent-teacher conferences if lead teacher is unable.
- Maintain daily open communications with lead teacher and parents and help share information to better plan with them on how to meet their child's needs
- Keep accident reports.
- Give evidence of continuing study and development in the field of Early Childhood Education
- Maintain a safe and healthy environment.
- Attend in-service and staff meetings
- Help aids and volunteers in the classroom.
- Assist in keeping all appropriate records and meet all applicable licensing regulations.
- Maintain a neat, attractive, stimulating, and safe environment conducive to learning
- Give medicine to children as outlined by parents
- Assist in program management as needed
- Other duties as assigned

Salary: \$10-\$13/hr based off experience; part-time work schedule with a maximum of 28 hours a week

Benefits:

- Free YMCA Adult Membership
- 25% discount on program fees for themselves up to \$300 per year
- 12% retirement contribution upon eligibility
- Paid medical leave based on status and hours worked
- Ability to earn professional development hours
- Paid YMCA risk required trainings

Job Requirements:

- Must be at least 18 years of age
- Minimum high school diploma
- 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
- Completion of YMCA trainings within a required time frame. Trainings include:
 - CPR/AED, First Aid
 - Child Sexual Abuse
 - Harassment
 - Slips, Trips, and Falls
 - Blood Borne Pathogens
- Completion of Fingerprinting requirement as dictated by the State of Michigan

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 40 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.

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

Contact: Amy Stearns, Director of HR & Risk, careers@lansingymca.org