



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA OF LANSING JOB POSTING

### 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.

#### **Job Requirements:**

- Must be at least 21 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

#### **Position 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

#### **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.

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

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

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