



## YMCA OF LANSING

FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

### YMCA Child Development Center Lead Infant Teacher

#### **Come Learn and Grow with Us!!**

We are hiring outgoing, loving, and dependable staff that enjoy teaching through play. We are a play-based center that encourages learning through experiences. Our lead teachers have the ability to teach in a variety of ways. We encourage you to make our curriculum your own and put your own spin on it.

#### **Duties and Responsibilities:**

- Meet the emotional, social, physical and cognitive needs of each child ranging from 6 months to 13 months of age.
- May be asked to assist with toddler-preschool age when necessary
- Maintain a file on each child while keeping confidentiality on all information on child/parent
- Report progress of children to parents in bi-annual reports and through parent-teacher conferences
- Maintain daily open communications with parents and share information to better plan with them on how to meet their child's needs
- Keep accident reports.
- Maintain a safe and healthy environment.
- Attend in-service and staff meetings
- Supervise assistants, aids and volunteers in the classroom.
- Keep 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
- Adhere to State of Michigan Child Care Licensing rules and regulations
- Other duties as assigned

**Salary:** \$14-\$16/hr based off experience

#### **Benefits:**

- Work Monday through Friday, no weekend hours (unless training is required)
- Free YMCA Adult Membership
- 25% discount on program fees for themselves up to \$300 per year
- 13% retirement contribution upon eligibility
- Paid sick time based on status and hours worked
- Paid YMCA risk required trainings

#### **Job Requirements:**

- Must be at least 21 years of age
- Prefer a Bachelor's degree in Early Childhood Education, Child Development, or other related field **OR** Associate's Degree with 2 years professional experience in child care field **OR** be willing to complete required classes within two years of your hire date
- Completion of YMCA trainings within a required time frame.

#### **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](mailto:careers@lansingymca.org)