



YMCA OF LANSING JOB POSTING

Child Care Assistant Teacher (non-GSRP)

JOB SUMMARY

The Lansing YMCA's **Assistant Teachers** are responsible for assisting the lead teachers in the supervision and management of all children within a classroom. Assistant Teachers must ensure positive, high-quality care and supervision of the children in their care at all times. In addition, the Assistant Teachers must ensure that all space, equipment, supervision, and routines are conducted and maintained in compliance with Michigan's Licensing Rules for Child Care Centers.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger, beginning with you.

ESSENTIAL FUNCTIONS

- Under the leadership of the lead teacher, plan and prepare activities that are developmentally appropriate for the children in your classroom, adhering to research-based child development principles.
- Supervise children and manage the classroom according to the lead teacher's plans and the center's guidelines when the lead teacher is absent.
- Demonstrate affection and support to children and share relevant information with their families to maintain positive relations between them and the center.
- Foster your own professional development by maintaining open communication with lead teachers and other coworkers.
- Ensure the safety of children through constant supervision (by sight and sound), effective arrangement of space, proper maintenance of equipment, and regular practice of emergency drills and procedures. Understand and abide by all licensing requirements pertaining to care of children and maintenance of the classroom environment.
- Collaborate with and offer assistance to lead teachers and coworkers.
- Contribute to the Lansing YMCA's culture and operations by participating fully in staff meetings, sharing information obtained through outside reading and training, and performing other duties as required.

QUALIFICATIONS

- Must be at least 18 years of age.
- Minimum high school diploma or GED. (Verification of education, credentials, and experience must be provided in advance for MiRegistry.)
- Demonstrated abilities in active listening and conflict resolution. Good writing skills preferred.
- Have a warm, supportive attitude toward children and families of all cultures.
- Demonstrated willingness to follow instructions in emergency situations.
- Must have the ability to pass a comprehensive background check (including fingerprinting) prior to employment and intermittently thereafter.
- Verification of negative TB status obtained within one year prior to employment.
- Evidence of continuing study in the field of Early Childhood Education preferred.

SALARY & HOURS

- \$14-\$16 per hour based on experience.
- Full-time, non-exempt work schedule with a maximum of 40 hours per week.
- *This program operates five days per week, year-round.*

BENEFITS

- FREE adult membership to the YMCA! A member of any YMCA in Michigan may visit any Y in the state as a membership benefit.
- A 50% discount on child care at one of the Lansing YMCA's centers! (Subject to availability)
- 25% discount on program fees for themselves up to \$300 per year.
- Paid time for required continuing education.
- Paid time off (holiday/sick/vacation).
- Insurance options (medical, dental, vision, life).
- 14% pension accrual upon eligibility.

WORK ENVIRONMENT & 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, lift and/or move up to 30 pounds, have finger dexterity, grasp, perform repetitive motions, speak, hear, and have visual acuity.

DISCLAIMERS

- Must successfully complete background screening for YMCA.
- This job description may not be all-inclusive, and the 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.

APPLY NOW: [YMCA of Lansing Job Application](#)