



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF LANSING

YMCA Child Development Center Assistant

General Function: To support the teaching staff in implementing childcare programs. The incumbent will assist with carrying out the childcare 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.

Position Responsibilities:

- Assist the lead teachers 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 of the lead teacher and learn to work as a team with them
- 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
- Help with sanitation needs throughout the Center which include wiping down counters, office supplies, door knob/handles, toys, handrails, lockers, etc.

Salary: \$14-16/hr based off experience; part-time work schedule with a maximum of 28 hours a week

Benefits:

- Hugs, Smiles, and Positive Energy
- 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
- 15% retirement contribution upon eligibility
- A 50% discount on child care at one of the Lansing YMCA's centers (subject to availability)
- Paid medical leave based on status and hours worked

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

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 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.

Apply in person at any YMCA of Lansing location or online at www.lansingymca.org/jobs