



YMCA OF LANSING

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA Child Development Center Lead 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:

- Plan and prepare activities that are developmentally appropriate for the children in your classroom, adhering to research-based child development principles.
- Execute the curriculum to individually and collectively nurture the children in your classroom; provide a variety of experiences that promote physical development, creative expression, language development, and relational opportunities.
- Provide leadership for the assistants, aides, and volunteers in your classroom in a manner that is team-based, inclusive, and respectful by guiding their work and mentoring them in all attributes of caring for children and managing a classroom.
- Communicate in writing the planned activities in a way that is understandable to coworkers and families, showing which developmental domains the activities are intended to address.
- Perform initial assessments of each child in your care using ASQ tools and methods and re-assess each child at least twice per year.
- In coordination with center administration, conduct formal meetings with each child's family at least twice per year to communicate the child's developmental progress and gather the family's feedback.
- Ensure that families receive adequate information about children's experiences and development through daily verbal contact and periodic written methods.
- Assume responsibility for ensuring that incidents involving children in your classroom are handled appropriately. Cooperate with administration on the timely completion, distribution, and storage of required written reports as well as any corresponding verbal notifications of family, human resources, and licensing.
- Create and maintain a tidy, pleasant, inviting atmosphere in which children feel comfortable and secure, and families feel welcome and reassured.
- In coordination with center administration and coworkers, arrange and modify the classroom environment to maximize child development.
- 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.
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- 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.
- Responsible for supervision and management of all aspects of their classroom
- Plan both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy
- Be committed to working with children in a motivating developmentally appropriate settings and have a sincere desire to have a meaningful effect on their lives
- Follow licensing guidelines and YMCA standards to ensure the safety and security of all children
- Build relationships with children, families, staff, and the Y community
- Be able to work indoors and outdoors, engaging in physical activities
- Other duties as assigned

Salary: \$18-\$20/hr based off experience; Full Time

Benefits:

- Hugs, Smiles, and Positive Energy
- Work Monday through Friday, no weekend hours (unless training is required)
- Free YMCA Adult Membership
- Medical/Dental/Vision/Life insurance eligibility
- 50% discount on program fees for themselves or eligible family members up to \$500 per year
- 15% retirement contribution upon eligibility
- Paid Time Off

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.
- 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

Apply on-line @ lansingymca.org