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## WASHINGTON COUNTY FAMILY YMCA

Job Title: **Preschool Room Teacher Assistant**

Job Code: 1035

Reports to: Preschool Director/Preschool Lead Teacher

FLSA Status: Regular Part-time,

15 hrs/wk with Sub. Opportunities

Revision Date: June 2, 2023

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### POSITION SUMMARY:

Provide direction for the students, assistants/volunteers, and implements program curriculum. Provide a quality experience for children and parents that focus on the YMCA values: honesty, respect, responsibility, and caring.

### ESSENTIAL FUNCTIONS:

1. Work with Lead teacher to Provide a nurturing environment that supports learning and encourages independence and decisions making.
2. Engage in positive discipline to support a child's ability to acquire the skills of self-discipline.
3. Supervises the students, classroom, and all activities and make ongoing, systematic observations and evaluations of each child.
4. Work effectively with other Y employees.
5. Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs.
6. Recruits and engages parents as volunteers and builds effective, supportive working relationships with them.
7. Help with (3) Community events each school year to help support the Y and the preschool department.
8. Attend all required meetings and trainings as directed.
9. Conduct other duties as assigned.

### YMCA COMPETENCIES (Teacher Assistant):

**Mission Advancement:** Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

**Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

**Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

#### YMCA OF THE USA

101 N Wacker Drive, Chicago IL 60606

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*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

#### **QUALIFICATIONS:**

1. Minimum high school diploma; 2 year college degree and child care training preferred.
2. At least 18 years of age.
3. CPR, First Aid, AED certifications-will provide if necessary
4. Previous experience working with children in a developmental setting preferred.
5. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
6. Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.
7. Ability to substitute teach for other team members throughout the week as needed.

#### **PHYSICAL DEMANDS**

Ability to plan, lead and participate in activities. Must be able to lift up to 40lbs. Squatting, sitting on the floor, dancing, up & down, and movement is a large majority of your day.

#### **COMPENSATION & BENEFITS**

- \$10.00-\$12.00 per hour based on experience
- PTO for PT Status
- YMCA Adult Membership- Value of
- 25% off member rates for approved programs
- 25% off member rate for School age Daycamps and Preschool

#### **SCHEDULE**

- 15 hours/week during school year only August-May
- Tuesday/Thursdays 8am-12:00pm. 12:30-3:00pm, 1.5 hrs admin
- Flexibility to substitute on MWF
- May attend evening or weekend meetings
- Option to work in other departments in the Y during summer and school breaks

\*Send Resume and Coverletter to Robin Deaton, [Robin@wcfymca.org](mailto:Robin@wcfymca.org)