



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA EARLY LEARNING CENTER ASSISTANT CAREGIVER

POSITION SUMMARY:

Provides assistance to the Primary Caregiver for the program and classroom, and implements program curriculum. Provides a quality experience to children and parents that focuses on the YMCA values: honesty, respect, responsibility, and caring. Guides children through developing social, emotional, physical, and academic skills.

ESSENTIAL FUNCTIONS:

1. Implements curriculum within the established guidelines.
2. Designs and implements daily lesson/activity plans.
3. Supervises the children, classroom, and all activities.
4. Makes ongoing, systematic observations and evaluations of each child.
5. Conducts parent conferences, and maintains positive relationships and effective communication with parents. Engages parents as volunteers.
6. Maintains program site and equipment.
7. Maintains required program records.
8. Attends and participates in family nights, program activities, staff meetings, and staff training.
9. Uses positive reinforcement to manage child behaviors
10. Upholds and exemplifies the YMCA Core Values and principles of Character Development

QUALIFICATIONS:

1. Meets educational and experience qualifications established by state law.
2. At least 18 years of age (*The age minimum may be higher depending on state law*).
3. CPR, First Aid, AED certifications and Child Abuse prevention training within 30 days of hire date.
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.

PHYSICAL DEMANDS

Ability to plan, lead and participate in activities.

