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FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## SUPERIOR DOUGLAS COUNTY FAMILY YMCA – JOB DESCRIPTION

Job Title: Child Care Provider - Teacher's Aide

FLSA Status: Non-Exempt

Job Type: Part-Time

Reports to: Child Care Director

Revision Date: 03/12/2024

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### Summary/Objective

The Teacher's Aide is required to adhere and implement the mission, goals, and values of the Superior Douglas County Family YMCA within the local community. This involves delivering high-quality early childhood education in the YMCA service area and adhering to the Wisconsin Licensing Rules. The Teacher's Aide supervises and guides children preschool or school age's development in a safe and healthy environment. The Teacher's Aide schedule is set at the time of employment but are subject to change by the Director based on the needs of the Center.

### 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

- Builds effective, authentic relationships with participants and parents; helps them connect with each other and the YMCA. Encourages parent involvement and identifies potential volunteers.
- Follows all YMCA policies, rules, regulations, and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
- Acts as role model for youth preschool or school age. Promotes and incorporates the YMCA four core values and character development
- Assists teacher with activities which support cognitive, emotional, social, moral, and physical development in young children
- Assists with daily routines such as bathroom breaks, changing diapers, dressing children into clothes, naps, feeding, and general hygiene care
- Develops and maintains a constructive and ongoing rapport with children and parents
- Implements daily lesson plans and activities set forth by Lead Teacher
- Collaborates with Teachers and Assistant Teachers to ensure that the Center fosters an environment that is inviting and nurturing for every child

- Delivers reports on potential concerns about students as to management as needed
- Manages day-to-day classroom activities, including structured lessons, free play, bathroom breaks, lunch time and rest time for students
- Assists, as necessary, with parental and guardian conferences on regular basis
- Completes reports in cases of suspected maltreatment or abuse to appropriate authorities
- Assists students in events of emergencies, including practice drills
- Observes and evaluates children's performance, behavior, social development, and physical health daily
- Maintains accurate and complete student records as required by law
- Completes necessary trainings in accordance with licensure requirements
- Fosters an inclusive environment appreciative of differences in the workplace. Meaningfully participate in and lead efforts to support the Y's commitment to equity and diversity.

### **YMCA Competencies**

- Values: Accept and demonstrate the Y's values
- Community: Desire to serve others and fulfill community needs
- Inclusion: Work effectively with people of different backgrounds, abilities, opinions, and perceptions
- Relationships: Build rapport and relate well with others
- Developing Others: Take the initiative to assist in developing others
- Decision-Making: Make sound judgments, and transfer learning from one situation to another
- Change Capacity: Demonstrate an openness to change, and seek opportunities in the change process

### **Supervisory Responsibility**

This position does not have supervisory duties.

### **Work Environment**

This job operates in a typical classroom environment equipped with desks, chairs, toys, and other classroom equipment. Teacher's Aides will interact with children in early learning classrooms regularly for a majority of their day.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The Teacher Aide is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Position Type/Expected Hours of Work**

This position is part-time. The workdays are Monday through Friday. Hours will depend on needs of the center and extended hours may be necessary as needed to cover staffing during center hours.

## **Travel**

There are no travel expectations with this position.

## **Required Education and Experience**

- Must be 16 or older
- Must enjoy working with children
- Certifications: Basic CPR/AED and First Aid for adults, children, and infants. Training can be provided upon hire and must be obtained within 60 days. Higher levels of certification are accepted.
- Commitment of supporting principles of equal opportunity and affirmative action to achieve a diverse work environment.

## **Preferred Education and Experience**

One (1) year of experience working with children

## **Additional Eligibility Qualifications**

Must be able to successfully pass a background check.

## **EEO Statement**

The Superior Douglas County Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees and applicants for employment with regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

## **Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_