



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

**YMCA of Greater Syracuse  
Job Posting**

**Job Title:** Preschool Assistant Teacher – *Substitute*      **Reports To:** Preschool Director/Lead Teacher  
**FLSA:** Non-exempt – Part-time      **Work Location:** East Area Family YMCA  
**Work Schedule:** Monday – Friday from 9-3pm, 7-1pm or 12-6pm  
\*September – June: Program follows the Fayetteville Manlius School District calendar

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**A Career with a Cause:**

At the Y, strengthening community is our cause. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We focus our work in three key areas, youth development, healthy living and social responsibility. We are committed to this cause because a strong community can only be achieved when we invest in our kids, our health and our neighbors.

**General Functions:**

Under the direction of the Lead Teacher and Preschool Director, the Preschool Assistant Teacher will assist with the delivery of a safe and developmentally high quality educational experience for the children in accordance with all relevant state, federal and YMCA regulations. Employment is contingent upon the incumbent clearing all NYS Office of Children and Family Services (OCFS) licensing requirements; these requirements include fingerprinting, background screening and clearance on the State Central Register (SCR) and Statewide Central Register of Child Abuse and Maltreatment (SCL) within the first 30-days of employment. Prior to being assigned to their position, the incumbent is required to complete an initial medical statement and tuberculin test. If the incumbent previously worked in a Child/Day Care setting, a prior medical statement and tuberculin test may be accepted if dated within 12-months preceding the date of the application.

**Responsibilities/Duties/Functions/Tasks:**

The essential functions of this position include, but are not limited to the following:

- Assist the Lead Teacher in all daily preschool program activities, including academic enrichment, physical activity, arts and crafts, music, swim lessons, lunch and snack time. Be prepared to lead activities in the absence of the Lead Teacher.
- Familiarize self with the YMCA Preschool program objectives as well as the regulations set by the NYS Office of Children and Family Services and consider these practices when planning activities.
- Perform general housekeeping tasks, cleans up after every activity and ensures that site and program areas are clean and well organized.
- Provide children with a daily snack that is wholesome, nutritious, and appropriate in portion and content for the age group. Snack menus must be incorporated into the daily lesson plans.
- Report to the program ready to work at designated times and prepared to stay until all of the children have left.
- Provide a safe, healthy, moral, and fun environment for all children, supervising children at all times and maintaining licensing ratios.
- Provide a positive role model for the children in the program. This includes actions, speech, and attire of all staff.
- Foster within the program participants the growth of the four YMCA character values of respect, responsibility, caring, and honesty. To also foster the growth of skills in team-building, good sportsmanship, friendship, and pride in doing one's best.
- Complete incident reports for all injuries or illnesses requiring first aid. Discuss these incidents with parents and obtain a parent signature on the form. Turn all accident reports in to the Preschool Director.
- Be responsible for completing and maintaining child care records as needed. This includes attendance sheets, health care check, and participant files.
- Work additional hours on half days, snow days, and school holidays as needed in collaboration with the School Age Child Care vacation day program.
- Maintain a positive, open relationship with all staff, parents, and program participants. Greet children and parents by name whenever possible. Report any issues or concerns to the Preschool Lead Teacher and Director.
- Attend all scheduled monthly staff meetings and trainings/workshops.
- Complete a minimum of 30 hours of training every 2 years with the first fifteen hours being received within the first 6 months of employment as required by NYS Office of Children and Family Services.

- Follow all YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention, and emergency procedures.
- All other responsibilities as assigned by the Preschool Director.

**Experience and Education:**

- High School diploma or equivalent.
- And, substantial experience working with children under 5 years of age.

**Qualifications:**

- Must be 18 years of age.
- Excellent organizational and communications skills both verbal and written are essential to the success of this position.
- Must demonstrate excellent teaching and decision making skills.
- Brings to this position maturity, responsibility and a sincere interest in working with people.
- Possess knowledge of various resources for programming ideas and the skills to utilize that information in program implementation.
- Possess knowledge of age appropriate activities and expectations of children ages 2 to 5 years of age.
- Possess cultural awareness and sensitivity to children's needs.
- Be able to build esteem while ensuring a safe and secure environment.

**NYS Office of Children and Family Services Requirements:**

- Prior to assignment to initial position, the incumbent will:
  - Complete an initial medical statement and tuberculin test providing satisfactory evidence that they are physically fit to provide child day care.
- Within the first 30-days of employment, the incumbent will:
  - Undergo fingerprint and background screening as mandated by the NYS OCFS.
  - Obtain clearance on the State Central Register (SCR) and Statewide Central Register of Child Abuse and Maltreatment (SCL).

**Trainings & Certifications:**

- Must complete online Bloodborne Pathogens and Employee Safety training prior to initial assignment to the position.
- Must complete online Youth Protection training within the first 60-days of employment.
- Must complete online Hazard Communication training within the first 90-days of employment.
- Must complete CPR, AED, and O2 (First Aid may be required at some branches) certification within the first 30 days of employment.

**Core Competencies:**

- Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
- Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.
- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
- Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

**Effective Return on Investment:**

This position strongly impacts the effectiveness with which the YMCA accomplishes its mission. Children and families will experience a high quality preschool program. Children will be supervised at all times. Staff will comply with all rules and regulations of the YMCA.

1. Strong relationships with parents and strong community image.
2. The program runs safe and age-appropriate activities that combine academic, physical, and social development of children.
3. High performing staff team with high rates of retention.

**Physical Demands:**

On occasion ability to lift and carry children and equipment, may spend time sitting on the floor or child sized furniture. Frequently stand, sit, walk, talk, hear, type, run, jump, kick, catch, throw, climb, kneel, bend, reach, balance, crouch or crawl, climb and/or balance, reach with hands and arms, handle or feel, stoop, lift/move and carry approximately 35 pounds, and use hands and fingers. Special vision abilities required: distance, peripheral, depth perception and ability to adjust focus.

**Work Environment:**

Duties are performed in a childcare setting; at times childcare employees may be exposed to undesirable working conditions, communicable infectious diseases, and the risk of injury from children. All childcare employees are required to follow the preventive health policies of the Center at all times. The employee will be working in a busy and occasionally noisy environment. There will be a number of activities and situations happening at once, and the Preschool Teacher will have to supervise all children at all times.

**Americans with Disabilities Specifications:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**How to Apply:**

Interested candidates should respond to Amber Shannon, School Age Child Care Director at (315) 637-2025, ext. 231 or email their application to [ashannon@syracuseymca.org](mailto:ashannon@syracuseymca.org), or Laura Lipari, Human Resources Coordinator at (315) 47-6851, ext. 356 or email their application to [llipari@syracuseymca.org](mailto:llipari@syracuseymca.org), no later than February 19, 2018.

The YMCA of Greater Syracuse reserves the right to interview only those internal candidates that based on their qualifications, experience and background meets the requirements of the job vacancy.