



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

**YMCA of Greater Syracuse  
Job Posting**

**Job Title:** Preschool Assistant Teacher

**Reports To:** School Age Child Care & Camp Director

**FLSA:** Non-exempt – Part-time

**Work Location:** Northwest Family YMCA

**Work Schedule:** Tuesday/Thursday 8:45 am to 11:45 am and/or Monday/Wednesday/Friday 8:45 am to 11:45 am  
*\*September 11, 2017 to June 8, 2018: program follows the Baldwinsville Central 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 School Age Child Care & Camp Director, the Preschool Assistant Teacher is responsible for assisting the Lead Teacher in the delivery of a safe and developmentally high quality educational experience for the children in accordance with all relevant state, federal and YMCA regulations. All decisions must be guided by the goals of the NYS Preschool Learning Standards and the YMCA.

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

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

- Assist all daily preschool program activities. Be prepared to lead activities in the absence of the Lead Teacher.
- Familiarize oneself with the YMCA Preschool Objectives and consider these objectives throughout the implementation of all activities.
- Observe and follow the Preschool program guidelines as well as the regulations set by the NYS Department of Social Services and licensing regulations.
- 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.
- 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 accident reports for all injuries or illnesses requiring first-aid. To discuss these incidents with parents and obtain a parent signature on the form. Turn all accident reports in to the School Age Child Care & Camp Director.
- Create and lead large group activities each month. A record of each project shall be completed and turned in to the Lead Teacher.
- Assist and attend an annual Preschool Family Picnic in June.
- Maintain a positive, open relationship with all staff, parents, and program participants. Any issues/concerns should be reported to the Preschool Lead Teacher and School Age Child Care & Camp Director.
- Attend all scheduled monthly staff meetings and trainings/workshops.
- Be responsible for completing a minimum of 30 hours of training every 2 years with the first fifteen hours being received within the first 6 months of employment.
- Undergo fingerprint and background screening as mandated by NYS Office of Children and Family Services for our SACC program.
- Be responsible for maintaining the program space including the general cleanliness/organization of the space, daily trash removal, mopping and communicating any necessary repairs to the School Age Child Care & Camp Director.
- All other responsibilities as assigned by the Lead Teacher or School Age Child Care & Camp Director.

**Experience and Education:**

- High School Diploma or its equivalent; or one (1) year experience working with children less than 13 years of age.
- Preferred knowledge of an experience working with diverse populations (language, culture, race, physical abilities).

**Qualifications:**

- Must be 18 years of age.
- The incumbent must have proficient knowledge in child development and early education theories and practices, as well as safe and appropriate activities for children.
- Excellent organizational and communication skills, both verbal and written.
- Must demonstrate excellent teaching and decision making skills.
- Brings to this position maturity, responsibility and a sincere interest in working with people.
- Possess a general knowledge and understanding of the YMCA, its goal, and its mission.
- 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 6 years of age.
- Possess cultural awareness and sensitivity to children's needs.
- Be able to build esteem while ensuring a safe and secure environment.

**Trainings & Certifications:**

- Must complete online Bloodborne Pathogens and Employee Safety trainings prior to initial assignment to position.
- Must complete online YMCA Child Abuse Prevention within the first 60-days of employment.
- Must complete online Hazard Communication training within the first 90-days of employment.
- Must complete YMCA Darkness to Light training within 1-year of employment.
- Must complete Listen First training within the first 90-days of employment.
- Must hold CPR/AED and First Aid Certifications or successfully complete within the first 60-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.

**Effect on End Results:**

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.
3. High performing team of staff 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 in child sized furniture. Frequently stand, sit, walk, talk, hear, type, run, jump, kick, catch, throw, climb, kneel, bend, reach, balance, crouch or crawl, climb, 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 a busy and occasionally noisy environment. There will be a number of activities and situations happening at once, at the Preschool Teacher will have to supervise all children and 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 Caitlin Alcott, School Age Child Care and Camp Director at (315) 303-5966, ext. 210 or email their completed application to [calcott@syracuseymca.org](mailto:calcott@syracuseymca.org) or Laura Lipari, Human Resources Coordinator at (315) 474-6851, ext. 356 or email their completed application to [lipari@syracuseymca.org](mailto:lipari@syracuseymca.org), no later than August 14, 2017.

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.