



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA of Greater Syracuse Job Posting

**Job Title:** Day Care Caregiver/Float

**Reports To:** Child Care Director & Program Coordinator

**FLSA:** Non-exempt – Full-time

**Work Location:** Sweetheart Daycare at North Area Family YMCA

**Work Schedule:** Monday – Friday from 9:30am to 6:00pm

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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 guidance of the Program Coordinator and the Head Teacher, the Caregiver/Float is responsible for the direct supervision, teaching and safety of the children at all times. The position requires the ability to implement quality children's programs that are developmentally age appropriate. Participate as a member of a team. Create a warm and nurturing environment that will ensure the safety and well-being of each child while emphasizing program excellence. 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.

This position is also responsible for doing the weekly shopping for program supplies and snacks.

### **YMCA Sweetheart Child Care Center Quality Service Theme:**

We make a positive difference in families' lives by partnering with parents, which promotes quality care to support Children's healthy growth and development.

### **Essential Duties and Responsibilities:**

#### Professionalism

- Be aware and adhere to New York State Department of Children and Family Services child day care regulations.
- Become well versed in the YMCA's philosophy, policies, and procedures. Work with other staff members to promote and enhance program philosophy and goals.
- Comply with all Association and branch specific policies and procedures.
- Respect and maintain the need for confidentiality in all matters relating to children, families, staff, and center business.
- Use a problem solving approach to confront and solve problems and sources of conflict calmly, without resorting to punishment (of children), yelling violence, or gossip
- Serve as a role model for parents, volunteers, children, and other staff members.
- Participate in recommended training programs, staff meeting, and in-service sessions.
- Report to working area at scheduled time.

#### Early Childhood Programming

- Maintain an organized classroom environment and establish methods for advance preparation of materials as need in accordance with the centers philosophy and goals.
- Follow chain of command when addressing daily programming problems, changes in children's behavior, and concerns shared by parents. This should occur on a regular basis and before developing a plan of action to resolve the problem.
- Whenever there is a suspicion of child abuse, neglect, or maltreatment in any form, the Director must be notified immediately.
- Recognize and allow for individual differences in development and cultural background when planning for learning experiences. Plan for individual needs and maintain evidence of planning and goals for each child.
- Demonstrate awareness of the programming needs of the Center as a whole by cooperating with the entire staff in sharing and caring for the equipment and supplies and communicating with concerns.
- Follow procedures when closing the center and perform duties as assigned on the closers' checklist.

#### Leadership

- Share pertinent information or concerns about individual children with team members and identify possible solutions as a team.

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Posting Period: 2/1/18 – 2/15/18

- Parent Relationship Building
- Develop an effective partnership based on mutual trust and respect.
- Greet parents directly on arrival to ensure a warm transition to the Center.
- Maintain ongoing communication with parents, sharing all pertinent information about the children's progress, accidents, or illness at the center via written daily reports and oral communication.

#### Organizing the Environment

- Maintain an attractive, orderly environment conducive to children's development.
- Create a warm atmosphere that welcomes children, parents, and visitors.
- Consider the environment from the child's perspective, posting visual displays at child's eye level and sitting, kneeling, or squatting to interact with children at their level.
- Be aware and adhere to all safety and health procedures of the Center. (i.e. wearing gloves for food handling, diaper changing, bodily fluid clean up etc.).
- Remove unsafe furniture or equipment and request new materials or repairs as needed.
- Assist in caring for equipment and supplies and maintain organization of storage areas and cabinets.
- Implement a positive approach to discipline that preserves and maintains feelings of dignity and self-respect, utilizing techniques outlined in the Center's discipline policy.
- Other duties as assigned.

#### Housekeeping and Maintenance

- Be aware of and adhere to New York State Department of Health regulations
- Ensure that all facilities, program areas and equipment are clean and in proper working order.
- Loading and unloading the dishwasher as needed.
- Cleaning the refrigerator as needed.
- Children's cots wiped down with disinfectant one time a week or as needed if ill.
- Toys: immediate disinfecting of toys used for teething or mouthing
- Routine disinfecting of small toys 1 time a week
- Routine disinfecting of large toys 1 time daily
- **Any classroom with a child who is sent home or is absent due to a contagious illness must take all cleaning precautions to prevent spread of illness immediately.**

#### Other Requirements

- Maintain warm, positive, and supportive relationships with children and adults.
- Show ability to follow written and oral instruction.
- Function independently, have flexibility, personal integrity and the ability to work as a team.
- Comply with licensing regulation to complete all necessary training, bi-annual physical, and TB test.
- Must be free from contagious illness and maintain a satisfactory level of activity throughout the day.
- Minimize the waste of supplies, misuse of equipment, and maltreatment of any kind by children and adults.
- Must be familiar with all information in the parent handbook and follow through with all policies written therein.
- Assist in serving the meals to the children, family style, and adhere to nutritional guidelines for food allotments.
- Appropriate use of time, by giving proper timely notification to Director/Program Coordinator.

#### Education and Experience:

- Must be at least 18 years of age.
- Must have some experience working with children.

#### 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).

#### Certifications:

- Must obtain a copy of High School Diploma; or,
- If a College Degree program(s) has been completed, an official transcript(s) form will be required and a copy of all College Diploma(s) obtained.
- If CPR/MAT Certified, a copy of the card must be obtained.

#### Trainings:

- Must complete online Bloodborne Pathogens and Employee Safety training prior to assignment to initial position.
- Must complete online Hazard Communication training within the first 90-days of employment.
- Must attend and complete YMCA Child Abuse Prevention training within first 90-days of employment.
- Must complete a minimum of thirty (30) hours of training every two years. Fifteen (15) hours of such training must be received during the first six months of employment.

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**Effective Return on Investment:**

This position strongly impacts the effectiveness with which the YMCA accomplishes its mission. The YMCA Caregiver/Float is committed to promote an environment that teaches values, is healthy and safe and provides an opportunity for a positive growing experience:

1. Strong community image and strong relationships with children and parents.
2. Safe and age-appropriate activities for children.
3. High performing staff team with high rates of classroom retention.

**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.

**Physical Demands:**

Ability to frequently sit, use his/her hands and fingers, stand, walk, reach, climb, balance, stoop, crouch, kneel and climb. Ability to lift and/or carry and move up to 35 pounds (occasionally this could be more). Specific vision abilities required close, color, distance, peripheral, depth perception and ability to adjust focus.

**Work Environment:**

Duties are performed in a child care setting, at times child care employees may be exposed to undesirable working conditions, communicable infectious diseases, and the risk of injury from children. All child care employees are required to follow the preventive health policies of the Center at all times. The noise level in the work environment is moderate to above average.

**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 Tammy Doeing, Sweetheart Child Care Director at (315) 451-5101 or email their application to [tdoeing@syracuseymca.org](mailto:tdoeing@syracuseymca.org) or Laura Lipari, Human Resources Coordinator at (315) 474-6851, ext. 356 or email their application to [llipari@syracuseymca.org](mailto:llipari@syracuseymca.org), no later than February 15, 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.