



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Tri-Cities Family YMCA Job Description

Position Title: **Licensed Childcare Lead Teacher/Coordinator**

Department Supervisor: **Meredith Long, Child Development Director**

OVERALL FUNCTION

Provide care and supervision of children in the Licensed Childcare Program.

QUALIFICATIONS

1. Associates degree or higher in early childhood education or child development.
2. 18 years of age or older.
3. Current CPR, First Aid, and Bloodborne Pathogen Certification or willing to complete upon hire.
4. Completion of 24 annual clock hours in professional development.
5. Responsible for supervising, nurturing, and caring for children typically from ages 3 years to 12 years old. Welcomes children each day, performs crafts and activities, supervises meals, and ensures children behave well when in contact with other children.

CUSTOMER SERVICE STATEMENT

Our number one goal is to provide outstanding customer service. Every YMCA employee is expected to be: a good listener, knowledgeable, friendly, professional, helpful, and willing to go the extra mile to EXCEED the customer's expectations. We demonstrate the values of caring, honesty, respect, and responsibility as role models in the Tri-Cities Family YMCA and the community at large.

AREAS OF DIRECT RESPONSIBILITY

Licensed Childcare (Ages 3 years to 12 years)

ESSENTIAL OVERALL FUNCTIONS

- Effective communication with children, families, and members.
- Able to handle multiple responsibilities in the childcare setting reliably and effectively.
- Provide a safe and secure setting for children and provide continuous supervision at all times.
- Complete professional development training hours (24 clock hours annually).
- Plan and prepare developmentally appropriate lessons and activities across all developmental domains.
- Engage with the children and participate in activities with the children.
- Provide redirection and discipline as necessary utilizing teaching language. Refrain from punishment or exclusion from activities.
- Maintain daily attendance logs, providing drop-off and pick-up times for all children.
- Develop and maintain communication with families, including daily sheets on individual children's progress.
- Maintain observational notes for all children enrolled.
- Complete incident and behavior reports as necessary.
- Communicate effectively and respectfully with families regarding illness, bathroom, and behavior issues.
- Transport and supervise children throughout the building to use restroom, gymnasiums, and YMCA programming.
- Participate in fieldtrips as scheduled.
- Communicate with Director any concerns, problems, or suggestions regarding children and the program.
- Assist with staff scheduling as necessary.

- Be enthusiastic! Maintain and project a positive attitude at all times. Rumors, gossip, and negativity will not be tolerated.
- Treat children and co-workers with respect.
- Positively promote the YMCA, its programs, and the Licensed Childcare.
- Be on time.
- Obtain own substitute when unable to work scheduled shift.
- Keep an accurate inventory of supplies and notify director when replacement or repair is necessary.
- Keep room, toys and equipment clean and organized.
- Attend staff meetings, trainings, and events as scheduled.
- Shall NOT use and will ensure that staff do not use: phones to text, tablets or phones for social media, or any other device while working in the Licensed Childcare Program.

BASIC HOURS

As scheduled by the Child Development Director.
Open M-F 7am-6pm.

ENVIRONMENT

76,000 square foot facility with high level of contact with members and community. Various hours that may include early mornings and/or late evenings. Some off site work needed.

HEALTH AND SAFETY REQUIREMENTS

Employees are advised on OSHA Standards through required signage and administrative updates as compliant with federal law.

PHYSICAL DEMANDS

Employee can demonstrate sufficient strength, agility, and mobility to perform the essential functions of the position.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified.