

## MARION FAMILY YMCA

### POSITION DESCRIPTION

**TITLE:** Assistant Teacher, Explore & Play and Kaleidoscope Kids  
**Grade:** II  
**SUPERVISOR:** Program Director  
**DATE:** July, 2018

**GENERAL FUNCTION:** Under the direction of the Program Director and in accordance with the Strategic Road Map of the Marion Family YMCA, the Assistant Teacher is responsible for implementing the curriculum of, and teaching children in, Explore & Play, and Kaleidoscope Kids. Incumbent must role model the YMCA values of caring, honesty, respect and responsibility and work daily to develop personal and meaningful relationships with class participants, members, staff, and guests.

**SKILLS & QUALIFICATIONS:** Must be at least 18 years of age and a high school graduate. Person must have a personality that reflects a love of children, can understand and meet their wide variety of needs, and is creative and spontaneous. Must have excellent skills in creating a fun, supportive and caring environment for young children. Incumbent must be able to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Must be able to build meaningful relationships with people from diverse backgrounds. Must have, or obtain with 60 days of hire, and keep current Child Abuse, Communicable Disease, CPR and First Aid certifications.

**PHYSICAL REQUIREMENTS:** Incumbent must be able to move freely and quickly throughout the YMCA facility; move easily across a variety of indoor and outdoor surfaces; participate in typical children's games; watch and listen to the activities of a group of children; communicate effectively with people; bend and lift; and lift up to 50 pounds.

### ESSENTIAL FUNCTIONS:

1. Build meaningful relationships with members, participants, volunteers, guests and donors; helps members connect with one another and to the Y.
2. Work daily to nurture the potential of youth; help preschool families improve their well-being and provide opportunities for families to give back and support their neighbors
3. Assist in the planning, development, implementation and evaluation of the Explore & Play and Kaleidoscope Kids programs.
4. Follow directions of Lead teacher/Administrator.
5. Communicate regularly with parents always in a positive and professional manner.
6. Supervise and teach the children; supervise classroom and all activities.
7. Ensure programs are reflective of YMCA's efforts to role model and instill healthy behavior including incorporating appropriate physical activity and healthy eating.
8. Manage conflict, problems and emergencies, analyzing situation, grasp problem and draw reliable conclusion taking appropriate action without waiting for direction.
9. Attend all staff training and meetings as required.
10. Care for and maintain YMCA equipment, supplies and property.
11. Conduct self in a professional, friendly, helpful, courteous, enthusiastic and diplomatic manner.

12. Uphold Y policies and philosophy; use character development as a basis in working with members, participants, the public and staff.
13. Have complete knowledge of all association emergency procedures related to program area including aquatic emergencies.
14. Assist supervisor, Executive Director and staff team as necessary / requested to ensure successful outcome of YMCA operations and mission.
15. The incumbent must be able to fulfill the above job requirements by purposefully and seamlessly challenging her/himself and others to accept and demonstrate the positive values of Caring, Honesty, Respect and Responsibility.

**EFFECTS ON END RESULT:**

The effectiveness of the incumbents' fulfillment of this position should be measured by:

1. A Y that has strong relationships with its members and donors as reflected in membership retention and program participation.
2. A quality implementation of a preschool curriculum and program that nurtures the potential of young children and helps prepare them for kindergarten.
3. A Y whose programs and services nurture the potential of youth and teens; improve people's health and well-being; and provide opportunities for people to give back and support their neighbors.
4. A YMCA that is welcoming to the community and reflects our mission and values.
5. The Marion Family YMCA will be known in the community as an organization dedicated to building character and strengthening the foundations of our community.

*The Marion Family YMCA instills the values of caring, honesty, respect and responsibility through programs and services that a build healthy, spirit, mind and body for all.*