

YMCA OF GREATER ERIE

Job Description

Job Title	Assistant Group Supervisor/Assistant Teacher II	Supervisor	Child Care Program Director
Revised Date	6/07	Grade Level	3

GENERAL DESCRIPTION

Responsible for the supervision of children and implementation of activities in a child care setting.

KNOW HOW:

1. Basic skills in working with children.
 - a. 30 credit hours in the approved curriculum from an accredited college or university; or
 - b. 600 or more hours of approved curriculum of secondary training; or
 - c. 15 credit hours in the approved curriculum from an accredited college or university plus one year of experience with children; or
 - d. two years experience with children.
2. Must complete all Standard Child Care Requirements:
 - a. To pass an annual physical examination.
 - b. Bi-annual Mantoux Tine Test.
 - c. Act 33/34 Clearances.
 - d. Six clock hours of DPW-Approved Child Care Training annually.
 - e. Annual training in first aid, water safety and fire safety.
 - f. Hold current and valid CPR Pro (CPR for health care providers and first responders) and First Aid (for the community and workplace) Certifications.
 - g. Participation in outdoor and indoor activities.
 - h. Must be able to lift 40-50 pounds.
 - i. Must be 18 years old or enrolled in a qualifying training program.
 - j. High School Diploma or GED.
 - k. Must have 24 hours of Keystone STARS approved training.

PRINCIPAL ACTIVITIES:

1. With guidance from Program Director or Designee, plan, develop and implement lesson plans.
2. Maintain open communication with parents.
3. Maintain cleanliness of classroom.
4. Perform all Standard Activities Required of Child Care Personnel.
 - a. Responsible for the safety of the children.
 - b. Understanding and implementation of emergency procedures as necessary.
 - c. Act as a role model for the children at all times.
 - d. Attendance at all staff meetings.
 - e. Attendance at all in-service trainings.
 - f. Assist as a mentor for new employees.
 - g. Attendance at parent conferences and at parent/child events as requested.
 - h. Supporting the program goals and the mission of the YMCA.
 - i. Assumes other duties as requested by program Coordinator or Designee.

MISCELLANEOUS DUTIES: