

YMCA OF GREATER LONG BEACH
POSITION DESCRIPTION

POSITION: Teacher / Team Leader / Leader / Program Leader – Licensed Child Care
REPORTS TO: Site Director / Site Coordinator
GENERAL FUNCTION: Perform variety duties as it relates supervision, safety, planning, organizing and implementation of the Licensed Child Care program.

GENERAL DUTIES/RESPONSIBILITIES:

1. Responsible for planning or assisting their supervisor in planning, supervision and implementation of the program for the children in accordance with the policies and philosophies of the YMCA and in compliance with the State of California Licensing Regulations.
2. Responsible for the accountability, health and safety of all children in the program.
3. Ensure the program has necessary supplies and equipment, report any issues to their direct supervisor.
4. Prepares, plans and develops lesson plans that are age appropriate and consistent with the mission of the YMCA.
5. Present subject matter to students; utilizing variety of methods and techniques such as lecture, discussion and supervised role-play in a positive environment.
6. Conducts in a range of activities that promote family involvement, membership by design, and relationship by design.
7. Follow center and Association policies and procedures for health and safety and nutrition.
8. Integrate Character Development values (caring, responsibility, respect, and honesty) into curriculum and interaction with children, staff and parents and be a role model with those values.
9. Attend all staff meetings, trainings and other YMCA functions as required by Supervisor.
10. Maintain open lines of communication with staff, parents, and supervisor.
11. Perform other duties as assigned.

QUALIFICATIONS:

Education & Certifications: High school diploma or equivalent required. 12 units of ECE or CD units (6 units prior to hiring and additional 6 required within 1 year) OR 240 approved training hours (must talk to supervisor). CPR/First Aid certification required within 6 months of employment. At After School program sites 12 units of pre-qualified units are required, please see supervisor for details.

Additional Requirements: Criminal Clearance: including Fingerprints & Child Abuse Index Check, Health Exam to include TB test and clearance.

Experience & Background: 6 months working directly with children.

WORKING CONDITIONS:

Environmental Factors: Indoor and outdoor facilities (e.g. childcare and recreational sites); exposure to heat, cold, potentially hazardous chemicals, toxic materials; work on slippery or uneven surfaces. Noise level is usually moderate.

Physical Demands: 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. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to stoop, bend, kneel, crouch, talk, hear, stand, walk, sit, and reach with hands and arms. The employee must occasionally lift, push, pull, and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Employee Name (Print)	Employee Signature	Date
Supervisor Name (Print)	Supervisor Signature	Date

This position description is not intended to be all inclusive. It is understood that the employee will also perform other reasonable business duties and will be responsible for implementation of the policies, procedures and standards established by the Metropolitan Board, the branch Board of Managers and the Metropolitan Administration. Positions descriptions are reviewed periodically and may be revised at the discretion of management. This position description is not a written or implied contract.