



## WALLA WALLA YMCA JOB DESCRIPTION

FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Job Title: **Toddler Teacher Aide**  
Reports to: Learning Center Director

Non-Exempt  
Revised August 2022

### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Provides direction for the children in the classroom, and implements program curriculum, providing a safe and structured environment for learning and developing.

### ESSENTIAL FUNCTIONS:

1. Assists Lead Teacher and/or Assistant Learning Center Director with group activities. Follows the job list and implements curriculum provided by the Assistant Learning Center Director.
2. Helps maintain a safe, clean, well-organized and structured environment meeting Health codes and Y Standards.
3. Assists children with daily needs (bathroom, lunch, swim, quiet/nap time, behavior etc.)
4. Entertains children with songs, games, activities, reading books, etc.
5. Assists Lead Teacher with supervising the children, classroom, and all activities including ADA accommodations where appropriate. Follows all procedures and standards providing a safe environment.
6. Cultivates positive relationships and maintains effective communication with families and co-workers.
7. Communicates with Lead Teachers, Assistant Learning Center Director and/or Director of Child Development.
8. Oversees health habits in the classroom, i.e. handwashing, bathroom, etc. Administers first aid as needed. Checks indoor and outdoor environment for safety hazards.
9. Understands and implements the Washington Administrative Code to ensure program compliance.
10. Maintains a professional image and reflects the core values of Caring, Honesty, Respect and Responsibility.
11. Maintains program site and equipment.
12. Maintains required program records, daily logs and check lists.
13. Attends and participates in family nights, program activities, staff meetings, and Y trainings, including STARS continuing education.
14. Provides positive behavior management to promote developmental asset building.
15. Models relationship-building skills and encourages leadership by example in all interactions utilizing the Y's core character values.
16. Nurtures children through purposeful programming dedicated to building achievement and belonging, and relationships among youth and within families.
17. Responds to emergencies.
18. Performs other duties as assigned.

### YMCA COMPETENCIES:

***Mission Advancement:*** Accepts and demonstrates the Ys values. Mobilizes resource and adapts to changes in community needs.

***Builds Relationships:*** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Remains calm in challenging situations. Takes initiative to assist in developing others.

***Operational Effectiveness:*** Makes sound judgments, and transfers learning from one situation to another. Ensures relevance and sustainability of program elements applying innovation and superior skills working with preschool children.

***Develops and Inspires Others:*** Develops self and supports others to achieve highest potential. Demonstrates ability to understand and manage emotions effectively.

## EXPECTATIONS:

1. Committed to Y's core values, child development and serving our community.
2. Dependable, warm, patient, kind and nurturing with children.
3. Ensures the safety and well-being of each child by responding to their environment, social and physical needs.
4. Initiative as a leader and positive role model / authority in the classroom.
5. Flexible; shares duties and information; follows classroom directions. Substitutes and assists others as needed.
6. Professional and customer service oriented. Innovative problem solver who collaborates with Y co-workers.
7. Communicates well with children, coworkers and families.
8. Reads and adheres to all YMCA and Child Development Department policies, processes and procedures.

## QUALIFICATIONS:

1. 16 years of age or older.
2. High school graduate or equivalent.
3. Previous pre-school experience preferred but not required.
4. Knowledge of child development and early childhood curriculum.
5. Ability to follow directions and implement lesson plans within the classroom setting.
6. 30 Hours Childcare Basic STARS training preferred.
7. Commitment to complete annual mandatory HIV/AIDS training, annual Blood Borne Pathogens training, and annual child abuse prevention training.
8. Has or commits to obtaining and maintaining current CPR, First Aid certifications and Food Handlers' card.
9. Must pass background check. Commitment to maintaining MMR vaccinations and TB testing.
10. Ability to develop positive, authentic relationships with people from different backgrounds.
11. Supports the YMCA as a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA).

## WORK ENVIRONMENT & 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.

- Frequently required to stand, carry children, bend, climb stairs, sit and reach during a portion of the day, and must be able to move around the environment. Able to lift and/or move up to 50 pounds.
- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations (depending upon the programs).
- Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings.
- Respond to emergencies throughout a multi-story building, remote locations, and varying terrain.

***The YMCA is an Equal Opportunity Employer committed to strengthening communities to effect lasting, meaningful change. The execution of our mission requires substantial engagement of our entire community and is only attainable when diversity and inclusion are core to our planning, programming, staffing, messaging, organizational structure and partnerships.***

***We are committed to recruiting, developing and retaining diverse talent from the entry level to the Executive level. We also understand the need to have systems in place and ongoing cultural competence training to ensure that all people feel a sense of belonging and safety in order to excel in their contribution. We aim to address the services we provide and the suppliers and community partnerships we seek and support through a diversity and inclusion lens. We will know that it is working when the most marginalized groups are thriving as an integral part of the organization.***