



WALLA WALLA YMCA JOB DESCRIPTION

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: **Lead Toddler Teacher (Milton Freewater)**
Reports to: Center Director

Full Time / Non-Exempt
Revised November 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. The Lead Preschool Teacher provides direction for the children in the classroom and implements program curriculum, ensuring a safe and structured environment for learning and developing.

ESSENTIAL FUNCTIONS:

1. Leads group activities and collaborates with Center Director and Lead Preschool Teachers to implement curriculum.
2. Helps maintain a safe, clean, well-organized and structured environment that meets Health codes, licensing and Y Standards.
3. Assists toddler children with daily needs (bathroom, lunch, quiet/nap time, behavior etc.).
4. Entertains toddler children with songs, games, reading books, etc.
5. Supervises the children, classroom, and all activities including ADA accommodations. Follows all procedures and standards to ensure a safe environment.
6. Makes ongoing, systematic observations of programs for each child including evaluating compliance with Y standards, Oregon Early Learning Division and child abuse prevention standards. Communicates with families and center Director.
7. Supervises Assistant Toddler Teachers/Aides in the absence of the Center Director.
8. Cultivates positive relationships and maintains effective communication with families and co-workers.
9. Communicate with center Director and families daily regarding toddler children.
10. Oversees health habits in the classroom, i.e. handwashing, toilet training, etc. Responds to emergencies and administers first aid as needed. Checks indoor and outdoor environment for safety hazards.
11. Understands and implements the Office of Childcare rules to ensure program compliance.
12. Maintains a professional image and exemplifies the core values of Caring, Honesty, Respect and Responsibility.
13. Maintains program site and equipment and immediately reports needs for repairs to the center Director.
14. Maintains required program records, daily logs, checklists and signs attendance sheets.
15. Attends and participates in family nights, program activities, staff meetings, and Y trainings, including ORO continuing education.
16. Provide positive behavior management to promote developmental asset building.
17. Models relationship-building skills and encourages leadership by example in all interactions utilizing the Y's core character values.
18. Nurtures children through purposeful programming dedicated to building achievement, belonging and relationships among youth and within families while advancing learning and social skills.
19. Performs other duties as assigned.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

The Y: We're for youth development, healthy living, and social responsibility.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

EXPECTATIONS:

1. Ensure the safety and well-being of each child by responding to their environment, social and physical needs.
2. Be warm, patient and nurturing with children.
3. Take initiative and be a positive role model.
4. Show flexibility within your position (includes substituting or assisting as needed).
5. Provide excellent customer service and be professional.
6. Communicate well with children, coworkers, families and the center Director.
7. Be prompt, committed, and passionate and show responsibility within your position.

QUALIFICATIONS:

1. Must be 18 years of age or older.
2. High school graduate or equivalent in addition to one or more of the following:
 - a. Early Childhood Education Certificate or Associates Degree.
 - b. 20 Early Childhood Education aligned college credits.
 - c. A current Child Development Associate (CDA) in addition to 8 ECE aligned college credits.
3. Possesses knowledge of child development and previous experience working with children in a childcare setting.
4. Have or committed to completing training and ongoing training hours as required by law.
5. Have or committed to obtaining and maintaining current CPR, First Aid certifications and Food Handlers card.
6. Completes and maintains annual HIV/AIDS training, annual blood borne pathogens training and child abuse prevention training.
7. Criminal background clearance within Washington State standards and Central Background Registry through Oregon Office of Child Care.
8. Have TB test as required under Washington Law.
9. Provides MMR vaccination record.
10. Ability to develop positive, authentic relationships with people of different ages and from different backgrounds.
11. Ability to plan, organize, and implement age appropriate and developmentally appropriate activities.
12. Understands the YMCA is 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.

- While performing the duties of this job, the employee frequently is 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.
- The employee must be 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 indoor and outdoor settings.
- Responds to emergencies throughout multiple buildings, 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.

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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.