



WALLA WALLA YMCA JOB DESCRIPTION

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: Assistant Teacher (Early Learning Programs)
Reports to: Child Development Director
Benefits: PTO & Paid Sick Time, YMCA Membership, Other

Wage: \$18.00-\$19.00 hour DOE & DOQ
Status: Part Time / Non-Exempt
Revised: April 2025

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 with implementing curriculum and follows job list in the classroom as outlined by the Lead Teacher and/or Director for our licensed early learning programs that serves children ages 1-5.
2. Help maintain a safe, clean, well-organized and structured environment that meet Health Codes and Y Standards
3. Assist children with daily needs (bathroom, lunch, swim, quiet/nap time, behavior etc.)
4. Entertain children with songs, games, reading books, etc.
5. Assist 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. Communicate with Lead teachers and/or Child Development Director.
8. Oversee health habits in the classroom, i.e. handwashing, toileting etc. administer first aid as needed. Check indoor and outdoor environment for safety hazards.
9. Understand and implement the Washington Administrative Code to ensure program always complies.
10. Maintain a professional image and reflect the core values of Caring, Honesty, Respect and Responsibility always.
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. Provide 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.

EXPECTATIONS:

1. Committed to Y's core values, child development and serving our community.
2. Dependable, 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. Displays effective leadership, positive role model/authority in the classroom.
5. Flexible; shares duties and information; follows classroom directions.

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

6. Professional and customer service oriented. Innovative problem solver who collaborates with co-workers.
7. Communicates effectively with children, co-workers and families.
8. Adheres to all YMCA and Child Development Department policies, processes and procedures.

QUALIFICATIONS:

- Must be 21 years of age or older.
- Must have High School Diploma or GED.
- Must currently possess an Initial ECE Certificate to meet the WAC 110-300-0100 requirement or have an exemption in the State Workforce Registry.
- Must successfully pass background clearance & fingerprinting per State Licensing Standards.
- Have TB Test and MMR Immunization as required under Washington Law.
- Within 30 days of hire complete: DCYF & YMCA online trainings, CPR/First Aid/ AED Certification.
- Have 2 years of experience working with any age group enrolled in any early learning program.
- Have knowledge of child development quality programming as evidenced by professional references, education, experience and on-the-job performance.
- Ability to plan, organize and implement age appropriate/ developmentally appropriate activities.
- Ability to relate effectively to diverse groups of people from all social and economic segments.

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 outdoor/indoor settings.
- Respond to emergencies throughout a multi-story building, remote locations, and varying terrain.

This position description does not include every duty required of the employee, but serves as a general listing of expectations. This description does not constitute a contract for employment and may be changed at any time at the discretion of the employer.

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.