



WALLA WALLA YMCA JOB DESCRIPTION

Job Title: Co-Lead Toddler Teacher (Milton Freewater)

FOR YOUTH DEVELOPMENT®

Reports to: Child Care Director @ Oregon Site

FOR HEALTHY LIVING

Benefits: Healthcare, Paid Time Off, Retirement, YMCA Membership, Other

FOR SOCIAL RESPONSIBILITY

Wage: \$17.00 hour

Status: Full Time / Non-Exempt

Updated: January 2026

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 Co-Lead Toddler 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 to implement curriculum.
2. Helps maintain a safe, clean, well-organized and structured environment that meets Health codes, licensing and Y Standards.
3. Assists children with daily needs (diaper changing, bathroom, meals, quiet/nap time, behavior etc.).
4. Engage 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 the Child Care Aides in the absence of the Lead Teacher.
8. Cultivates positive relationships and maintains effective communication with families, director and co-workers.
9. Communicate with Center Director and families daily regarding the children in program.
10. Oversees health habits in the classroom, i.e. handwashing, toilet training, etc. Responds to emergencies and administer 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 any 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.

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 Associate's 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. Must successfully pass the background clearance per YMCA standards and the Central Background Registry through Oregon Office of Child Care.
5. Must have MMR Vaccine & TB Test per licensed program requirements.
6. Must complete & maintain all required trainings including: CPR/First Aid/AED, Child Abuse Prevention, Blood Borne Pathogens.
7. Ability to relate professionally and effectively with diverse groups of people.
8. Ability to plan, organize, and implement age appropriate and developmentally appropriate activities.

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 accommodation 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.
- Ability to withstand periods of time in outdoor elements year-round including hot temperatures in the summer and cold temperatures/snowy weather in the winter.

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 by connecting all people to their potential purpose and each other.

SIGNATURE:

I have reviewed and understand this job description.

Employee Name

Employee Signature

Childcare Director Name

Childcare Director Signature

Today's Date: _____