



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB DESCRIPTION

Job Title: **Early Learning Teacher**

Status: Full time

Reports to: Early Learning Director

Department: Early Learning

Revision Date: 1/22/2017

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 early learning teacher provides direction for the program and classroom, and implements program curriculum. Provides a quality experience to children ages 2.9 to 5 years of age and parents that focuses on the YMCA values: honesty, respect, responsibility, and caring.

ESSENTIAL FUNCTIONS:

1. Implements curriculum within the established guidelines.
2. Designs and implements daily lesson/activity plans.
3. Supervises the children, classroom, and all activities.
4. Makes ongoing, systematic observations and evaluations of each child.
5. Conducts parent conferences, and maintains positive relationships and effective communication with parents. Engages parents as volunteers.
6. Maintains program site and equipment.
7. Maintains required program records.
8. Attends and participates in family nights, program activities, staff meetings, and staff training.

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.

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.

QUALIFICATIONS:

1. Meets educational and experience qualifications established by state law (DEEC).
2. At least 21 years of age.
3. CPR, First Aid, AED certifications and child abuse prevention training within 30 days of hire date.
4. Previous experience working with children in a developmental setting preferred.
5. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
6. Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.
7. Passes a CORI, SORI and DCF background record check.
8. Meets all other requirement of the Malden YMCA for employment

WORK ENVIRONMENT & PHYSICAL DEMANDS

- Ability to lead and participate in activities. Sit on floor with children, reach, stand for periods of time, walk slowly and run fast.
- Ability to lift and carry fifty pounds.
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COMPENSATION AND BENIFITS

- \$14-\$17 per hour 35-40 hours per week
- 6% contribution to retirement plan after eligibility is met
- Complimentary membership, available parking,
- Close to Malden T stop.