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JOB DESCRIPTION

Job Title: **Teachers Aid in Early Learning Center**

Status: Part time

Reports to: Early Learning Director

Department: Early Learning

Revision Date: 1/22/2017

POSITION SUMMARY:

The Teachers Aid position provides support for the program, the classroom and implements program curriculum. Provide a quality experience to children and parents that focus on the YMCA values: honesty, respect, responsibility, and caring in our Early Learning Center.

ESSENTIAL FUNCTIONS:

1. Assist in implementing curriculum within the established guidelines.
2. Assist with the design and implementing daily lesson/activity plans.
3. Assist supervising the children, classroom and all activities.
4. Assist with afternoon transportation services
5. Makes ongoing, systematic observations and evaluations of each child.
6. Maintains classroom supply and equipment needs.

QUALIFICATIONS:

1. Meet educational and experience qualifications established by state law.
2. At least 18 years of age CPR, First Aid, AED certifications and Child Abuse prevention training within 30 days of hire date.
3. Previous experience working with children in a developmental setting preferred.
4. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
5. Previous experience with diverse populations and the ability to develop positive, authentic relationships with people from different backgrounds.

WORK ENVIRONMENT & PHYSICAL DEMANDS

Ability to participate in activities. Sit on the floor, reach, bend, stand, walk slowly and run fast.
Ability to lift 40 pounds.

BENEFITS:

The Malden YMCA has an outstanding retirement plan with 6% contribution, once eligible. Complimentary individual membership (a \$600 value). Available parking and 5 minute walk from the Malden T stop on the Orange Line. Opportunity to grow.

Job Type: Part-time, Afternoon hours until 6:00 pm

Hourly wage: \$11.00 to \$16.00 per hour depending on experience and certifications.