



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA JOB DESCRIPTION

Job Title: **Head Teacher Child Care**

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### **POSITION SUMMARY:**

Helps Organize and implement high quality YMCA child care program(s).

### **ESSENTIAL FUNCTIONS:**

1. Coordinates the school age child care programs for assigned location(s). Ensures high quality programs and establishes new program activities.
2. Monitors and evaluates staff performance for on site location. Reports staff evaluations to director regularly.
3. Supports for healthy eating through coaching, mentoring, and monitoring menu quality
4. Assures compliance with state and local regulations as they relate to program areas. Ensures that YMCA program standards are met and safety procedures followed.
5. Provides for upkeep of assigned program facilities and equipment and ensures the physical environment supports healthy living.
6. Develops and maintains relationships parents and school staff. Responds to all concerns from parents and school staff in a timely manner. Reporting all issues to director.
7. Maintains proper records/department files.
8. Assists in the marketing and distribution of program information.

### **YMCA COMPETENCIES (Team Leader):**

*Mission Advancement:* Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

*Personal Growth:* Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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. One to two years related experience preferred, as a coordinator or supervisor of child care programs.
2. Head Teacher Certified.
3. Minimum age requirements may apply; minimum age of 21.
4. Certified in CPR; First Aid; AED
5. Certified in Epi Pen and Medication administration.
6. Typical requirements within 30 days of hire include completion of: Child Abuse Prevention for Supervisory Staff; Trips Slips and Falls, Bloodborne Pathogens, Social Media, School age Training.
7. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
8. Staff Health assessment completed and up to date. (TB test)

## **PHYSICAL DEMANDS**

Sufficient strength, agility and mobility to perform essential functions of position and to safely supervise children's activities.

## **STAFF RESPONSIBILITIES (Include but are not limited to)**

Opening and Closing before and after care.

Staff attendance- message in to report staff in and out times.

Children attendance (sign in/out and report late pick ups)

Clean up all areas used.

Supplies (conserve and report any items needed)

Staff meetings (attend all staff meetings)

Activity Planning (use down time to plan activities for the children)

Snacks served following HEPA standards.

Health and safety: Control communicable Diseases, Administer children's meds following state guidelines, isolate ill children and contact parents, administer first aid if needed and document, indoor, outdoor and bathroom supervision, ability to respond to emergency situations including fire, gas leak and parent pick up under the influence.

Expectations: Professionalism, attitude, being prepared to work, responsibilities to parents and children, communication problems, staff shirt at all times, attend all trainings and meetings.