

Position Description Childcare Aide

Position Title: Classroom Aide

Supervisor: Head Teacher

Status: Non-Exempt

Description: Work cooperatively with classroom staff.
Follow daily classroom activities.
Follow and promote YMCA philosophy.

Qualifications: Minimum of 16 years of age.
Attending high school or possess a high school diploma.
Must have or obtain First Aid, CPR, and Medication Certifications within 90 days of hire.

Duties:

- Assist staff in carrying out daily center activities, field trips and special events.
- Assist with clerical work and set up and clean up of room.
- Assist with all outdoor activities as needed.
- Assist in preparing for projects, reading stories and any other duties as assigned.
- Attend staff orientation, meetings and trainings as assigned.
- Maintain the safety of children at all times.
- Participate in weekly swim lessons with the children. Must get in the water with the children.
- Be a positive role model
- Be a team player and work cooperatively with other staff
- To promote and develop the 40 Developmental Assets into your classroom curriculum and activities.
- Responsible to follow all policies and procedures regarding abuse and neglect mandated reporting.

Physical Requirements: Must have sufficient stamina, strength, and motor coordination to perform the following: Stand for sustained periods of time, walking, running, swimming, bending, and sitting on the floor and on child sized furniture to meet children's needs and accomplish tasks. Occasionally lift and carry up to 30lbs., frequently bend, occasionally twist, frequently crouch and squat, occasionally crawl, occasionally push and pull, frequently climb stairs, occasionally reach and lift above shoulders, occasionally work on uneven ground and slippery surfaces, frequently kneel, frequently flex and rotate head and neck, use

Initials _____

hands in repetitive motions such as frequently grasping and fine manipulation of both right and left hands, requires hearing a whispered voice at 3 feet, accurate vision, moderate exposure to infections.

**Expected
Results:**

Children are given a happy, safe and educational environment, which provides for their physical and emotional well-being. The mission of the YMCA is promoted and encouraged. Staff provides a high quality program following all YMCA, School Readiness, NAEYC and Department of Public Health standards and requirements.

My signature below indicates my approval and understanding of all requirements and duties necessary to perform successfully. My signature also indicates my acceptance of all policies listed in the YMCA Employee Handbook.

Printed Full Name

Signature

Date