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FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# GREATER VALLEY YMCA, ALLENTOWN BRANCH

## JOB POSTING

<b>Job Title</b>	<b>Toddler Assistant Teacher</b>
<b>Department</b>	Child Care
<b>Reports To</b>	Assistant Child Care Director, Early Childhood Education
<b>Job Summary</b>	<ul style="list-style-type: none"><li>• Develop and implement clear rules for safety and mutual respect, age-appropriate discipline methods and a program that demonstrates knowledge of child development.</li><li>• Organize and maintain a clean, safe, structured environment in which a child can develop as a “Whole”, mentally, socially, emotionally, and physically.</li><li>• Communicate regularly with program staff.</li><li>• Actively participate with children in all activities and during playtime.</li><li>• Follow all Department of Human Services (DHS) Regulations. Organize and maintain an environment to meet regulations.</li><li>• Organize, complete and update child observations and portfolios.</li><li>• Meet program objectives as determined by Director.</li><li>• Be responsible for clean-up and maintenance of toys, games, materials, etc. after each activity.</li><li>• Respond immediately to correct any areas of concern and/or safety.</li><li>• Maintain confidentiality of information provided by parents, staff or administration.</li><li>• Assist in emergency procedures including, but not limited to, fire, accident, illness and facility malfunction.</li><li>• Act as a positive role model and maintain a good rapport with the YMCA staff, parents and children.</li></ul> <p><b>RESPONSIBILITIES WHEN INTERACTING WITH CHILDREN:</b></p> <ul style="list-style-type: none"><li>• Consistently demonstrate positive interaction with all children; talk to them and reinforce the values of caring, respect, honesty and responsibility.</li><li>• Help children to develop a positive self-esteem and sense of self-worth.</li></ul> <p><b>Hours: Monday-Friday 9:00AM-6:00PM</b></p> <p><b>Salary: \$12.00/hour</b></p>
<b>Location</b>	Allentown YMCA, 425 S. 15 <sup>th</sup> Street, Allentown PA 18102
<b>Hours Per Week</b>	40
<b>Status</b>	Full-time
<b>Position Requirements</b>	Child Abuse Clearance, PA State Police Clearance, FBI Clearance and NSOR (National Sex Offender Registry Clearance) (paid for by the YMCA/must maintain employment for 6 months from hire date), Health Assessment and TB Test and two written references documenting experience with children.
<b>Educational Requirements or Experience Required</b>	Must meet all DHS Licensing requirements. Minimum: High School Diploma and 2 years experience working with children.
<b>Respond To</b>	Pat Guiteau, patguiteau@gv-ymca.org
<b>Date Posted</b>	09/01/2022