



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# GREATER VALLEY YMCA

## ALLENTOWN BRANCH

### JOB POSTING

Job Title	Toddler Assistant Teacher
Department	Child Care
Reports To	Assistant Director, Early Childhood Education
Job Summary	<p><b>ESSENTIAL FUNCTIONS:</b></p> <ul style="list-style-type: none"><li>• Under the direction of the Director, assist, design, and evaluate a progressive, age-appropriate curriculum for school days, holidays, snow days, 1/2 days, early dismissals, and delayed openings.</li><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 Director, Assistant Group Supervisors, Aides, and Parents.</li><li>• Actively participate with children in all activities and during playtime.</li><li>• Knowledge of DHS Regulations. Organize and maintain an environment that meets all DHS Regulations and procedures.</li><li>• Organize, complete and update children's files for onsite and offsite trips.</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.</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>• Organize and maintain a safe environment: report any hazards or needed repairs to the Director.</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 8:30AM – 12:30PM OR 12:30PM – 5:30PM</b> <b>**Two positions available.</b></p>
Location	Allentown YMCA, 425 S. 15 <sup>th</sup> Street, Allentown PA 18102
Hours Per Week	25
Status	Part-time
Position Requirements	Child Abuse Clearance, PA State Police Clearance, DHS, FBI Clearance, and NSOR Clearance (paid for by the YMCA/must maintain employment for 6 months from hire date), Health Assessment and TB Test, and two written references.
Educational Requirements or Experience Required	Must meet all DHS Licensing requirements. Minimum: High School Diploma and 2 years experience working with children.
Respond To	Pat Guiteau, patguiteau@gv-ymca.org
Date Posted	8/25/2021