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**ywca**

## MARSHALLTOWN YMCA-YWCA JOB DESCRIPTION

Job Title: Full Time Preschool Assistant

Primary Function/Department: Youth/Child Care

FLSA Status: Non-Exempt, Hourly

Reports to: Youth Director/Lead Teacher

Starting Wage: \$13/hour Based on  
Education/Experience

### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility.

Under the direction of the Youth Director, this position is responsible for assisting with educational activities in a classroom setting, student supervision and classroom management.

### ESSENTIAL FUNCTIONS:

1. Supervise and engage children enrolled in Y Preschool
2. Assist lead teacher in implementing daily plans and activities
3. Assist lead teacher in setting up age appropriate classroom learning environment
4. Be knowledgeable of children's activities and communicate with parents at drop off/pick up
5. Maintain that classroom and all areas of work are safe, clean and organized
6. Perform program duties, instruction, and direction of programs as scheduled
7. Adhere to all state, local and YMCA-YWCA health and safety standards and policies
8. Maintain compliance with Iowa DHS Child Care Licensing Regulations
9. Provide an understanding of the mission of the Marshalltown Y to staff and members
10. Promote and represent the mission and core values of the Y in the branch and its programs
11. All other miscellaneous duties assigned by Supervisor

### QUALIFICATIONS:

- High School Diploma required
- AA/CDA or currently enrolled in related coursework preferred
- Experience in related field required
- Highly developed organizational skills
- Professional oral and written communication skills
- Must possess skills to operate standard office and computer equipment
- Must have high levels of enthusiasm, patience, and concern for all participants
- Must be able to communicate with children, parents, staff and volunteers
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community
- Must be able to stand, remain outdoors and maintain continual physical endurance for extended periods of time

### **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee may be required to: climb stairs, bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, climb ladders, walk, lift and/or move up to 40 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.
- The work is performed both indoors and out, and may require travel to various locations.
- While performing the duties of this job the employee is exposed to weather conditions prevalent at the time.

### **REQUIRED TRAINING/CERTIFICATIONS:**

- Department of Human Services Licensed Child Care Center Requirements
  - Child Care Essentials Preservice Training
  - Mandatory Reporter of Child Abuse Training
  - Universal Precautions Training
  - CPR & First Aid Training
  - State of Iowa Background Check
  - National Fingerprint Background Check
  - Proof of up to date physical completed by physician
  - 10 hours of continuing education annually
- Child Abuse Prevention (Meet Sam, Duty to Report, It Happened to Me & Keeping your Y Safe webinars) within 45 days of hire.
- Introduction to the Y's Cause and Culture within 45 days of hire.
- Y's Way to Service & Engagement within 45 days of hire.

### **SIGNATURE:**

I have reviewed and understand this job description and will abide by them while working at the Y.

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Employee's name

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Employee's signature

Today's date: \_\_\_\_\_