

**DOOR COUNTY YMCA  
OFF SITE CHILD CARE  
Job Description  
CHILD CARE ASSISTANT TEACHER**

**Generic Position Title:** Child Care Staff  
**Specific Position Title:** Child Care Assistant Teacher  
**Report To:** Child Care Director  
**Payroll Posting Codes:**  
**Position Grade:**

**GENERAL FUNCTIONS**

This position is responsible for the care of all children enrolled in the YMCA day care program. The assistant teacher assists the lead teacher in implementing the curriculum and providing a safe and healthy learning environment. This is to be accomplished within the philosophy, policies, and procedures of the Door County YMCA and within the licensing regulations of the State of Wisconsin.

**SKILLS AND QUALIFICATIONS**

Position requires meeting the qualifications for assistant teacher under DCF 251 Licensing Rules for Group Day Care Centers and experience working with children 6 weeks-6 years. Must be at least 18 years of age and completed high school or its equivalent. This position requires creativity, flexibility, high energy levels, patience and strong organizational skills. American Red Cross Community CPR w/AED and First Aid certified is a prerequisite of hire, but will allow 90 days post-hire to obtain.

Listen First Training must be completed within 2 months of hire.

**PHYSICAL REQUIREMENTS**

Position requires employees to observe/evaluate groups of children by sight, sound, and active interaction. Must be able to easily move through all areas of the child care rooms and communicate effectively verbally and in written form with children/adults. Must be able to routinely lift, carry and load equipment, furnishings, and program supplies (up to 50 pounds). Must be comfortable and able to work with children while swimming.

**RESPONSIBILITIES**

1. Establish and maintain a safe and healthy day care environment through room arrangement and organization, implement snacks/meals and healthy eating, maintain safe equipment, and follow state licensing regulations.
2. Enhance child's physical and intellectual competence by providing a balance between child/teacher-initiated activities, quiet/active opportunities, and small/large motor play.
3. Implement an integrated curriculum and encourage a multi-choice, pressure free, hands on environment.
4. Implement curriculum daily. Promote hands-on activities, self-esteem, cultural diversity, and creative expression. Establish a semi-structured setting with smooth transition periods while allowing flexibility.

5. Establish positive and productive relationships with children and families.
6. Supervise and encourage the children with positive guidance and techniques.
7. Ensure smooth program operation that is responsive to participant needs.
8. Maintain a commitment to professionalism and quality programming for children by promoting the YMCA mission and values.
9. Attend staff meetings, staff trainings, and in-service provided by the YMCA.
10. Support and supervise volunteers assigned to your room.
11. Attend to all state licensing regulations as well as YMCA quality standards. Adhere to OSHA standards and guidelines.

The above statements reflect the general details considered necessary to describe the essential functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

I understand and mutually accept that the above job description represents my agreement as to the job to be performed and that this job description is not a contractual agreement.

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Employee Signature

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Date

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Employer Signature

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Date