



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## JOB DESCRIPTION

Job Title: **School Age Program Lead Teacher**  
FLSA Status: Non-Exempt  
Status: Part-Time

Reports to: **Learning Center Director**  
Department: Learning Center  
Revision Date: July 23, 2018

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### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Provides direction for the children in the classroom, and implements program curriculum. Provides a quality experience to children and parents that focuses on building achievement and belonging in youth and relationships among youth and within families.

### ESSENTIAL FUNCTIONS:

1. Implements curriculum within the established guidelines.
2. Nurtures children through purposeful programming dedicated to building achievement and belonging in youth and relationships among youth and within families.
3. Supervises the children, classroom, and all activities including ADA accommodations where appropriate. Follows all procedures and standards.
4. Makes ongoing, systematic observations and evaluations of each child.
5. Cultivates positive relationships, conducts parent conferences, and maintains effective communication with parents. Engages parents as volunteers and connects them to the YMCA.
6. Maintains program site and equipment.
7. Maintains required program records.
8. Attends and participates in family nights, program activities, staff meetings, and staff training.
9. Maintains knowledge of and compliance with ODJFS rules and Step Up to Quality requirements.
10. Attends in-service trainings and continuing education to maintain certifications.
11. Performs other duties as assigned.

### YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

### ASHTABULA COUNTY YMCA

263 W Prospect Rd  
Ashtabula, OH 44004  
(440)997-5321  
AshtabulaYMCA.org

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**QUALIFICATIONS:**

1. Must possess at minimum an Associate’s Degree and at least two years accredited training in child development or early childhood education, or two years related experience and be approved by Day Care Licensing Specialist.
2. At least 18 years of age.
3. CPR, First Aid, AED certifications and Child Abuse prevention training within 30 days of hire date.
4. Previous experience working with children in a developmental setting preferred.
5. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
6. Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.
7. Employment contingent upon successful completion of FBI/BCI Criminal Background Check and required employment physical.
8. Understands the YMCA is a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA).

**PAY RATE:**

\$9.00-\$11.00 based on education and/or experience.

**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.
- Ability to plan, lead and participate in activities.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee’s name

\_\_\_\_\_  
Employee’s signature

Today’s date: \_\_\_\_\_