FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Title: **CDC Early Morning Opener**
Department: Child Development
FLSA Status: Non-Exempt
Status: P/T, 4:45am to 9am
Revision Date: 06/14/2023
Reports to: CDC Director

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 a high-quality experience to children and parents that focuses on social-emotional growth and developmentally-appropriate school readiness skills; and provides essential support to the teachers and administrative staff in the Child Development Center.

ESSENTIAL FUNCTIONS:

1. Open Facility and Provide support to teachers and administrative CDC staff as needed and directed.
2. Supervise the children, classroom, and all activities including ADA accommodations where appropriate.
3. Responsible for maintaining Ohio Professional Registry through OCCRRA, as well as signing up for and attending trainings to meet annual licensing and Step Up To Quality training requirements.
4. Maintain knowledge of and follow all licensing rules, Y policies and procedures, and Child Development policies and procedures.
5. Cultivate positive relationships with children, parents, and staff members.
6. Help maintain the cleanliness and safety of all areas in the Child Development Center.
7. Maintain required program records.
8. Attends and participates in family nights, program activities, staff meetings, and staff training.
9. Follow all schedules and activity instructions as directed by the primary teacher in any class you are supervising.
10. Act as a role model for YMCA values- respect, responsibility, honesty, and caring.
11. Complete annual youth abuse prevention training and other related trainings
12. Performs other duties as assigned.

YMCA COMPETENCIES:

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs.

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.

SIDNEY-SHELBY COUNTY YMCA
300 E. Parkwood Street
Sidney, OH 45365
(937) 492-9134
www.sidney-ymca.org

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.

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. At least 18 years of age and be able to provide a High School Diploma or equivalent. Must be able to comply with all background requirements and meet acceptable standards.
2. CPR, First Aid, AED certifications, Child Abuse Training, and Communicable Disease training will be required if need is determined.
3. Previous experience working with children in a center environment is preferred.
4. Ability to plan, organize and implement age-appropriate/developmentally appropriate lesson plans and program activities.
5. Ability to develop positive, authentic relationships with people from different backgrounds.
6. A demonstrated understanding and application of appropriate techniques when working with behaviors.

WORK ENVIRONMENT & PHYSICAL DEMANDS

- The physical requirements for this job include, but are not limited to, standing up to 8 hours, lifting up to 40 pounds, carrying, bending, stooping, being outdoors in direct sunlight when weather permits and sitting on the floor and playing with children.
- Ability to plan, lead and participate in activities.