



# YMCA of Reading and Berks County

## Job Posting

Title: **Child Care Aide**

**Req#17-101**

Location: Fleetwood - Hamburg

Status: M - F part time 6:30AM-8AM and/or 3PM-6PM

### **POSITION SUMMARY:**

The Teacher's Aide is responsible for assisting the Group Supervisor/Assistant Group Supervisor in the operations of the classroom.

### **ESSENTIAL FUNCTIONS:**

Under the direction of the Center Director and/or the Group Supervisor/Assistant Group Supervisor the Aide shall:

1. Conduct the duties of this position in a manner that is consistent with and follows all YMCA Personnel and Child Care Policies; including the State Regulations for Child Care Centers, the Character Traits of Caring, Honesty, Respect and Responsibility.
2. Attend trainings, be familiar with and adhere to policies relating to Risk Management
3. Report all concerns regarding the children, program and co-workers to the Center Director in a timely manner.
4. Establish and model appropriate classroom management skills and techniques.
5. Ensure the safety and well being of all children in the program by providing appropriate supervision and interactions.
6. Manage behaviors through positive guidance, re-direction and conflict resolution. Establish a set of reasonable limits and consequences and follow them through consistently.
7. Assist the Group Supervisor/Assistant Group Supervisor in carrying out daily activities that follow developmentally appropriate practices, promote the child's self-image, confidence and feelings of self-worth.
8. Participate fully in all center activities including but not limited to field trips, swimming and food service, cleaning, etc.
9. Assist in maintaining an orderly arrangement and appearance of the classroom, center and/or areas utilized by the program by cleaning, sweeping, wiping tables, vacuuming, or other duties specified by the Center Director/Group Supervisor/Assistant Group Supervisor
10. Greet parents. Direct any and all concerns to the Group Supervisor/Assistant Group Supervisor immediately.
11. Maintain the confidentiality of children's records and other pertinent information
12. Coordinate and plan with other teachers; schedules, breaks, activities while being sure ratios are maintained, being flexible and willing to change hours if needed to cover breaks.
13. Attend staff meetings, trainings and other opportunities for professional development; maintain PDR and be sure training hours as governed by the State Regulations and STARS program are completed.
14. Assist the Center Director with any other duties required or asked to maintain and provide quality child care.

### **QUALIFICATIONS:**

- A high school diploma, or a general education development certificate, or an 8<sup>th</sup> grade education and 2 years of experience with children.
- A minimum of an 8<sup>th</sup> grade education and enrollment in a training curriculum described at 3270.31(c)
- The ability to meet the requirements of the Pennsylvania Code Title 55 Chapter 3270 Public Welfare Aide qualifications and responsibilities
- Ability to communicate positively and professionally, both written and spoken, using the English Language
- Lift items weighing up to 60 pounds
- Ability to stand for long periods of time
- The ability to reach a child from a distance of 30 feet in 10 seconds without danger to his/her health
- Ability to demonstrate good decision making skills, intelligence, flexibility, emotional maturity, a positive outlook, enthusiasm, and a professional attitude towards all families and staff
- Willingness to work with others including all staff members, children and parents

**To apply for this position, please send your resume to : [careers@ymca-berkscounty.org](mailto:careers@ymca-berkscounty.org) and indicate the job title of the position in the subject line of the email.**

For more information about the Reading and Berks County YMCA please visit our website!

The YMCA of Reading and Berks County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the YMCA of Reading and Berks County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.