



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ALEXANDRIA AREA YMCA JOB DESCRIPTION

Job Title: **Child Care Substitute**

FLSA Status: Non-Exempt

Reports to: Child Care Director

POSITION SUMMARY:

Under the direction of the Child Care Director, the individual will work various shifts on both an on-call and scheduled basis to cover time-off requests of child care staff.

ESSENTIAL FUNCTIONS:

1. Carry out activities and tasks as assigned for the position worked.
2. Follow Department of Human Services (DHS) Rule 3 regulations regarding child care centers and the YMCA philosophy and policies. This includes, but is not limited to, standards of maintaining a safe physical environment, staff-to-child ratios, supervision, required documentation, and child guidance methods.
3. Communicate respectfully and professionally with parents/guardians regarding child's development.
4. Guide children's behavior using positive, consistent, developmentally appropriate child guidance methods.
5. Be knowledgeable and responsible for implementing emergency procedures.
6. Arrive at work on time and be accountable for given break/lunch time.

YMCA COMPETENCIES (Leader):

Mission Advancement: Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Holds staff accountable for high-quality results, frequently following up with management staff.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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. Be committed to the mission and goals of the YMCA and Child Care Center.
2. Must meet DHS Rule 3 qualifications for Aide to cover Aide shifts.
3. Must meet DHS Rule 3 qualifications for an Assistant Teacher to cover Assistant Teacher shifts.
4. Must meet DHS Rule 3 qualifications for Lead Teacher to cover Lead Teacher shifts.
5. Experience in the early childhood arena preferred but not required.
6. Must complete and have a non-disqualified background study record.
7. Must be certified CPR and First Aid with Blood borne Pathogens, or obtain within the first 90 days of employment.
8. Proof of completion of SIDS, Abusive Head Trauma, Child Abuse Prevention and Reporting before interaction with children (provided on-sight).
9. Must take CACFP food program training and YMCA 101 within the first 90 days of employment.

PHYSICAL DEMANDS:

1. Must be in good physical, mental, and emotional health and may be required to lift children and light equipment (5-50lb).
2. Must be in constant awareness of the children’s safety, ensuring that activities follow rules and regulations which limit risk to the participants.
3. Required to speak and hear.
4. Required to reach with and use hands and arms.
5. Must be able to stand, walk, climb, balance, stoop, kneel, crouch, or crawl.
6. Must dress appropriately for the weather as both indoor and outdoor activities are scheduled.

I have read the above job description and I fully understand the description represents our agreement as to the job tasks to be performed.

Employee Signature: _____ Date: ____ / ____ / ____

Supervisor Signature: _____ Date: ____ / ____ / ____