

# Employment Opportunities

April 21, 2021

## CENTER CHILDREN'S

### SEASONAL

### **SUMMER LEARNING TEACHER ASSISTANT Salary Range: \$16.00 - \$18.00 per hour**

The Summer Learning program Teacher Assistant is primarily responsible for assisting the SLP program Teacher in the implementation and facilitation of the Summer Learning Program. The Teacher Assistant reports to the School Age Director and assists in the supervision and in the literacy, math and social development of children ensuring a safe, enriching, and healthy learning environment.

The SLP Teacher Assistant must have the competencies, skills, and proven leadership ability to successfully carry out the YMCA mission, goals, and visions for serving the community. The SLP Teacher Assistant will be responsible for the following:

- Attend trainings and staff meetings.
- Support teachers in instruction according to Scholastic model.
- Meet daily with the teacher to review activities and ensure continuity of classroom support strategies.
- Gather the appropriate books/resources for the literacy curriculum.
- Support the classroom according to fidelity and quality requirements.
- Ensure 2:15 ratio is maintained throughout the academic portion of the day.
- Proactively manage classroom behavior.
- Support the teacher in meeting the individual needs of students.
- Provide additional academic support
- Build relationships with parents/caregivers
- Collaborate with enrichment leaders to ensure literacy instruction is aligned with enrichment activities.
- Assist with dismissal to ensure student safety.
- Assist the Teacher in other duties as assigned.
- Uphold and exemplify the YMCA's Core Values and principals of character development.

**Days/Hours:** M-F; 20-25 hrs/week

### **Experience/Education/Certification Requirements/Requisite Computer Skills:**

- Must be at least 18 years of age, or older.
- A minimum of two years' classroom experience in an early childhood or elementary education.
- Exceptional group management, problem solving and conflict resolution skills.
- Experience in delivering instruction, creating or facilitating interactive and educational/artistic activities, youth development, physical activities, academic enrichment, and the arts.
- Must possess speaking, listening and writing, skills appropriate for interacting with both children and adults.
- Must have flexibility and the ability to adapt to changing circumstances.
- Must have current Red Cross certification in CPR and First Aid, or from another approved organization, or must be able to obtain it before the program's start date.
- Demonstrate a working knowledge of YMCA mission, purpose and goals, childcare policies and YMCA standards; ensure the program meets the highest standards of excellence.

**Application/Resume to: Andrea Hillsamer at [summerlearning@mcgawymca.org](mailto:summerlearning@mcgawymca.org)**

# Employment Opportunities

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## CHILDREN'S CENTER

### SEASONAL

### SUMMER LEARNING TEACHER

**Salary Range: \$30.00 – \$32.00 per hour**

The Summer Learning program Teacher is responsible for planning, implementing and leading the educational activities of the SLP program, Power Scholars Academy. These activities include the facilitation of both literacy and math subjects. The Teacher works under the supervision of the SLP program Instructional Coordinator. The SLP program Teacher guides the academic and social development of children ensuring a safe, enriching, and healthy learning environment that promotes progress and learning.

The SLP Teacher must have must have the competencies, skills, and proven leadership ability to successfully carry out the YMCA mission, goals, and visions for serving the community. The SLP Teacher will be responsible for the following:

- Follow given lesson plans according to the Scholastic curriculum model.
- Work with the SL Instructional Coordinator to administer the pre and post reading STAR assessments.
- Attend all required trainings and staff meetings.
- Instruct and facilitate according to the Scholastic model and lead classroom according to fidelity and quality requirements provided by BELL.
- Ensure 2:15 ratio is maintained throughout the academic portion of the day.
- Meet daily with the teacher assistant to review activities and ensure continuity of classroom support strategies, and to ensure desired program goals and outcomes are met.
- Proactively manage classroom behavior.
- Differentiate instruction to meet the individual needs of students.
- Monitor and report to Instructional Coordinator weekly attendance, student progress and behavior.
- Assist the Instructional Coordinator with planning and attend all parent/caregiver workshops.
- Work collaboratively with volunteers and community partners, as needed.
- Create an age appropriate, developmentally stimulating learning environment.
- Take care of school property.
- Collaborate with enrichment leaders to ensure literacy instruction is aligned with enrichment activities.
- Assist the Instructional Coordinator and Site Director in other duties as assigned.
- Uphold and exemplify the YMCA's Core Values and principals of character development

**Days/Hours:** M-F 20 hrs/week

### **Experience/Education/Certification Requirements/Requisite Computer Skills:**

- Must be at least 18 years of age, or older.
- Bachelor's degree in education required.
- Current State teaching certification.
- A minimum of two years teaching experience or teacher assistant experience in elementary education.
- Exceptional group management, problem solving and conflict resolution skills.
- Experience in planning and delivering reading instruction.
- Must possess speaking, listening and writing, skills appropriate for interacting with both children and adults.

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# Employment Opportunities

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## CHILDREN'S CENTER

SEASONAL

### **SUMMER LEARNING ENRICHMENT LEAD**

**Salary Range: \$14.00 – \$15.00 per hour**

The Summer Learning program (SLP) Enrichment Lead (EL) is responsible for assisting the Enrichment Director in the planning, implementation, and facilitation of enrichment curriculum and program activities of the Summer Learning Program. The SLP EL guides the academic and social development of children ensuring a safe, enriching, and healthy learning environment. SLP ELs use a variety of resources, provided by the Site Director to introduce skills in Arts, Music, Physical Activity, Character Development, STEM, and Nutrition Education.

The Enrichment Lead must have the competencies, skills, and proven leadership ability to successfully carry out the YMCA mission, goals, and visions for serving the community. The Enrichment Lead will be responsible for the following:

- Plans and facilitates purposeful and engaging activities that complement the program's thematic agenda and meets program quality and fidelity.
- Follows program curriculum in a developmentally appropriate manner, meeting the individual physical, social, emotional, and intellectual needs of the participants.
- Provides careful, attentive supervision; alert at all times.
- Serves as a positive role model, demonstrates professional behavior and understand positive youth development approaches to the academic and social development of youth.
- Facilitates a program environment that invites exploration, promotes positive play, and welcomes children.
- Maintains 2:15 ratio throughout the enrichment portion of the day.
- Ensures the safety and engagement of all children.
- Proactively manages classroom behavior.
- Sets up for and cleans up after all classroom activities.
- Take care of school property (e.g., space, equipment, supplies) daily.
- Collaborates with SLP Teacher to ensure enrichment activities are aligned with literacy instruction.
- Promotes a team concept through a positive approach to supervision, communication, and interactions with others.
- Maintains on-going communication with supervisor.
- Attends and assists with parent/family events as designated by supervisor.
- Upholds and exemplifies the YMCA's Core Values and principles of Character Development.

**Days/Hours: M-F; 30-35 hrs/week**

### **Experience/Education/Certification Requirements/Requisite Computer Skills:**

- Must be at least 18 years of age or older.
- High School Diploma or equivalent. One or more years of college or equivalent professional experience in the field of Youth Development. Bachelor's degree in education, recreation, or related field preferred.
- A minimum of two years' experience working with children in lower elementary grades.
- Must have strong leadership and diplomacy skills.
- Exceptional group management, problem-solving and conflict resolution skills.
- Experience in creating, planning, and facilitating interactive and educational/artistic activities, youth development, physical activities, academic enrichment, and the arts.
- Must possess speaking, listening and writing, skills appropriate for interacting with both children and adults.
- Must be capable of implementing the daily program related responsibilities of the program.
- Must have flexibility and the ability to adapt to changing circumstances.
- Must have current certification in CPR and First Aid from American Red Cross, or other approved organization or be able to obtain it before the program's start date.
- Demonstrate a working knowledge of YMCA mission, purpose and goals, childcare policies and YMCA standards; ensures the program meets the highest standards of excellence

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**Notice to All Applicants: The YMCA enforces its policies and practices to prevent child abuse. The McGaw YMCA will not tolerate the mistreatment or abuse of youth in its programs. All reports of suspicious or inappropriate behavior with youth or an allegation of abuse will be taken seriously. Because of our concern for the welfare of children, the McGaw YMCA has developed standards, guidelines, and training to aid in the detection and prevention of child abuse. In addition, employees are screened, and background checks are conducted as a part of the hiring process.**

# Employment Opportunities

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## CHILDREN'S CENTER

SEASONAL **SUMMER LEARNING ENRICHMENT ASSISTANT** Salary Range: \$13.00 – \$14.00 per hour

The Summer Learning Program Enrichment Assistant is responsible for assisting the Site Director in the implementation and facilitation of enrichment curriculum and program activities of the SLP. The SLP EA guides the academic and social development of children ensuring a safe, enriching, and healthy learning environment. The SLP EAs use a variety of resources, provided by the Site Director to introduce skills in Arts, music, Physical Activity, Character Development, STEM, and Nutrition Education.

The Enrichment Assistant must have the competencies, skills, and proven leadership ability to successfully carry out the YMCA mission, goals, and visions for serving the community. The Enrichment Assistant will be responsible for the following:

- Supports the facilitation of purposeful and engaging activities that complement the program's thematic agenda and meets program quality and fidelity.
- Follows program curriculum in a developmentally appropriate manner, meeting the individual physical, social, emotional, and intellectual needs of the participants.
- Provides careful, attentive supervision; alert at all times.
- Serves as a positive role model, demonstrates professional behavior and understand positive youth development approaches to the academic and social development of youth.
- Facilitates a program environment that invites exploration, promotes positive play, and welcomes children.
- Maintains 2:15 ratio throughout the enrichment portion of the day.
- Ensures the safety and engagement of all children.
- Proactively manages classroom behavior.
- Sets up for and cleans up after all classroom activities.
- Take care of school property (e.g., space, equipment, supplies) daily.
- Promotes a team concept through a positive approach to supervision, communication, and interactions with others.
- Maintains on-going communication with supervisor.
- Attends and assists with parent/family events as designated by supervisor.
- Upholds and exemplifies the YMCA's Core Values and principles of Character Development.

**Days/Hours:** M-F 30-35 hrs/week

### **Experience/ Education/Certification Requirements/Requisite Computer Skills:**

- Must be at least 18 years of age or older.
- High School Diploma or equivalent. One or more years of college or equivalent professional experience in the field of Youth Development preferred.
- A minimum of one-year experience working with children in lower elementary grades.
- Must have strong leadership and diplomacy skills.
- Exceptional group management, problem solving and conflict resolution skills.
- Willingness to support the Enrichment Director in creating, planning, and facilitating interactive and educational/artistic activities, youth development, physical activities, academic enrichment, and the arts.
- Must possess speaking, listening and writing, skills appropriate for interacting with both children and adults.
- Must be capable of implementing the daily program related responsibilities of the program.
- Must have flexibility and the ability to adapt to changing circumstances.
- Must have current certification in CPR and First Aid from American Red Cross, or other approved organization OR be able to obtain it before the program's start date.
- Demonstrate a working knowledge of YMCA mission, purpose and goals, childcare policies and YMCA standards; ensures the program meets the highest standards of excellence.

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## CHILDREN'S CENTER

### SEASONAL

### **SUMMER LEARNING SITE DIRECTOR**

**Salary Range: \$16.00 – \$18.00 per hour**

The Summer Learning (SLP) Site Director (SD) is a part-time seasonal position 100% dedicated to the site location and is responsible for the coordination and oversight of the enrichment portion of the SLP program, under the direction of the Director, School Age programs. The SD is committed to exceeding quality and fidelity guidelines. The SD provides leadership, supervision; coaching and support to program staff to ensure desired program goals and outcomes are met.

The SLP Site Director must have the competencies, skills and proven leadership ability to successfully carry out the YMCA mission, goals and vision for serving the community. Other important responsibilities include the following:

- Administers the day-to-day operation of the SLP program, ensuring compliance with the prescribed fidelity and quality markers.
- Recruits, trains, supervises and coaches enrichment leaders, volunteers, and Parent Ambassadors.
- In partnership with the school staff, promotes program and student recruitment to ensure targeted population and optimal enrollment.
- Maintains on-going communication and collaboration with supervisor, appropriate Y staff, school's administration, and community partners to successfully implement the program.
- Prepares logistics for lunch and afternoon snack, as well as, records and reports daily meal counts.
- Evaluates program quality and fidelity, implementing necessary steps to remedy weaknesses according to Y-USA measurement and evaluation guidelines.
- Communicates supply needs to Director, School Age programs in a timely manner
- Supports the planning, coordination and delivery of the family events.
- Provides ongoing communication with the parents/caregivers.
- Attends required trainings and participates in support calls as needed.
- Develops relationships with school and community stakeholders to communicate the goals of the SLP and ongoing concerns about student needs.
- Upholds and exemplifies the YMCA's Core Values and principles of Character Development.
- Follows YMCA policies and procedures, including those related to safety, cleanliness, medical and disciplinary situations, child abuse prevention and emergencies.
- Maintains on-going communication with supervisor.
- Upholds and exemplifies the YMCA's Core Values and principles of Character Development.
- All other duties assigned by supervisor.

**Days/Hours:** M-F 30-35 hrs/week

### **Experience/Education/Certification Requirements/Requisite Computer Skills:**

- Must be at least 18 years of age or older
- High School Diploma or equivalent. One or more years of college preferred
- Must have a minimum of four years of relevant experience working with children in an educational setting including at least two years in an administrative supervisory capacity with demonstrated decision-making ability.
- Must have current certification in CPR and First Aid from American Red Cross, or other approved organization OR be able to obtain it before the program's start date.
- Must be a positive role model and have strong leadership and diplomacy skills
- Exceptional group management, problem solving and conflict resolution skills.
- Experience in creating, planning, and facilitating interactive and educational/artistic activities, youth development, physical activities, academic enrichment, and the arts.
- Must possess speaking, listening and writing, skills appropriate for interacting with both children and adults.
- Must be capable of implementing the daily program related responsibilities of the program.
- Must have flexibility and the ability to adapt to changing circumstances.
- Must have current certification in CPR and First Aid from American Red Cross, or other approved organization or be able to obtain it before the program's start date.
- Demonstrate a working knowledge of YMCA mission, purpose and goals, childcare policies and YMCA standards; ensures the program meets the highest standards of excellence.

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### SEASONAL

### **SUMMER LEARNING INSTRUCTIONAL COORDINATOR Salary Range: \$32 - \$35 per hour**

The Summer Learning program Instructional Coach (IC) is a part-time seasonal position dedicated to the site location and is responsible for the coordination and oversight of the Power Scholars Academy, literacy and math, curriculum under the direction of the Director, Youth Development. The IC is committed to quality and fidelity of the SLP program. The IC provides leadership, supervision; coaching and support to Teachers and Teacher Assistants to ensure desired program goals and outcomes are met.

The SLP Instructional Coordinator (IC) must have the competencies, skills and proven leadership ability to successfully carry out the YMCA mission, goals and vision for serving the community. Other important responsibilities include the following:

- Administers the day-to-day operation of the literacy and math portion of the SLP program, ensuring compliance with the prescribed fidelity and quality markers.
- Recruits, trains, supervise and coaches teaching staff, volunteers, and Parent Ambassadors.
- In partnership with the school staff, promotes program and student recruitment to ensure targeted population and optimal enrollment.
- Maintains on-going communication and collaboration with supervisor, appropriate Y staff, school's administration, and community partners to successfully implement the program.
- Plans and oversees the administration of assessments weeks 1 and 6.
- Prepares logistics for breakfast and morning snack, as well as, records and reports daily meal counts.
- Ensure timely attendance reporting to District 65 and the YMCA.
- Communicates supply needs to supervisor in timely manner.
- Supports the planning, coordination and delivery of family events to engage parents/caregivers.
- Provides ongoing communication with parents caregivers.
- Attends required trainings and participates in support calls as needed.
- Develops relationships with school and community stakeholders to communicate the goals of the SLP and ongoing concerns about student needs.
- Upholds and exemplifies the YMCA's Core Values and principles of Character Development.
- Follows YMCA policies and procedures, including those related to safety, cleanliness, medical and disciplinary situations, child abuse prevention and emergencies.
- Maintains on-going communication with supervisor.
- Upholds and exemplifies the YMCA's Core Values and principles of Character Development.
- All other duties assigned by supervisor.

**Days/Hours:** M-F/25 hours per week

### **Experience/Education/Certification Requirements/Requisite Computer Skills:**

- Must be at least 18 years of age, or older.
- Must have at least a Bachelor's degree related to education, Master's degree in education is preferred.
- Must have a minimum of four years of relevant experience working with children in an educational setting including at least two years in an administrative supervisory capacity with demonstrated decision-making ability.
- Must possess oral, auditory and written communication skills appropriate for interacting with both children and adults.
- Must be a positive role model with strong leadership, conflict resolution and diplomacy skills.
- Must be capable of directing the daily administrative, program related, and supervisory responsibilities of SLP.
- Must have current certification in CPR and First Aid from American Red Cross, or other approved organization OR be able to obtain it before the program's start date.
- Demonstrate a working knowledge of YMCA mission, purpose and goals, childcare policies and YMCA standards; ensures the program meets the highest standards of excellence.

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