



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Central Connecticut Coast YMCA Job Description

Job Title: School Age Child Care (SACC) Teacher
Job Code: SACCT1
Leadership Level: Leader
FLSA: **Non-exempt - Part-time**

Reports To: Title **Child Care Director**
Department: 710 School Age or 711 School Age Off site
Work Location: **XXXXXXXXXXXXXXXXXX**
Work Schedule: **XXXXXXXXXXXXXXXXXX**

A Career with a Cause:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

We are welcoming: we are open to all. We are a place where you can belong and grow. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

Position Summary:

This position supports the mission and work of the Y, a leading nonprofit, charitable organization. The SACC Teacher at the Central Connecticut Coast YMCA provides direct supervision and leadership to a group of children in a school age child care program, where self-concepts are enhanced, independence encouraged, and individuality respected. The SACC Teacher is responsible for providing a program that fosters children's social, physical, spiritual, and mental growth. The SACC Teacher assures the well-being for each participant in line with YMCA of the USA guidelines and association policies in accordance with their training.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The essential functions of this position include, but are not limited to the following:

- Models the YMCA core values of caring, honesty, respect, and responsibility with members, colleagues, guests, volunteers, and vendors.
- Develops and maintains positive relationships with volunteers, members, program participants, and colleagues at all levels of the organization; helps participants and families connect with each other and the YMCA; and encourages family involvement.
- Assists SACC Head Teacher and Directors in planning and implementing of program activities. Implements programs in accordance with YMCA guidelines, having prepared accordingly, and supports program participants in achieving their goals.
- Positively and proactively communicates with and responds to supervisor, staff, program participants, and parents.
- Ensures that program participants, program areas, and equipment are kept clean and safe.
- Maintains physical presence, remains alert at all times while on duty, maintains constant visual attention to program participants, remains aware of surroundings, and actively participates in all program activities.
- Knows and reviews all emergency procedures and responds to emergency situations immediately in accordance with YMCA policies and procedures, and completes related reports as required.
- Knows, follows, and enforces all YMCA policies, rules, regulations, and procedures, including those for the prevention of child abuse and the rule of three.
- Ambassador of all YMCA programs with a focus on Child Care programs and member engagement that fosters loyalty among those we serve.
- Follows all Child Care procedures and guidelines including those pertaining to health and safety, supervision of children, child care discipline, policy drop-off/pick-up, attendance, forms, reports, and staff expectations as required by the YMCA, licensing, and the state health department.
- Attends all mandatory meetings and trainings.

YMCA Leadership Competencies:

- **Communication & Influence** Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y's cause
- **Developing Self & Others:** Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential.
- **Inclusion:** Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence.

Experience, Education, and Qualifications:

- Must be 18 years of age or older.
- Must have at least one of the following:
 - High school diploma or equivalent or
 - At least 540 hours of documented experience working with unrelated children of the same ages as those to be served by this program.
- Upon hire must have documentation of a physical examination and a TB Tine Test, to be repeated every two years.
- Must submit Office of Early Childhood Background Check and fingerprinting forms within 30 days of hire.
- Bilingual in English and Spanish helpful.
- Demonstrated ability to teach and assist in teaching activities.
- Good role model, with integrity and adaptability.
- Remains calm and objective when under pressure or when challenged by others.
- Effective communication skills necessary to inform, counsel, motivate, and support members.
- Must be observant, safety-conscious, and able to react calmly and quickly in an emergency.
- Able to work flexible schedules

Trainings & Certifications:

- Must complete New Employee Orientation, Child Abuse Prevention, Mandated Reporter, Blood borne Pathogens, Employee Safety, and Hazard Communication trainings prior to start of position.
- Connecticut Child Care CPR/First aid certification must be obtained within 6 months of hire and maintained.
- Administration of Medications certification is preferred.
- Continue professional development as outlined in the State of Connecticut Office of Early Childhood licensing requirements (complete hours of training equal to or greater than 20% of hours worked) as well as any/all training required by the YMCA and other accrediting agencies.

Effect on End Results:

This position strongly impacts the effectiveness with which the Central Connecticut Coast YMCA accomplishes its mission. The role requires that the SACC Teacher be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.

- Child Care environment/facility is safe, welcoming, and clean.
- All YMCA programs are recognized in the community as high quality and safe programs.
- All applicable licensing standards, grant stipulations, YMCA policies, state, and local laws, and YMCA of the USA risk management recommendations are met or exceeded.

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. While performing the duties of this job, the employee is regularly required to communicate. The employee frequently is required to remain stationary; move; type; and reach objects. The employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds. Must be able to perform all the physical aspects of the position, with reasonable accommodations. Ability to conduct activities, and perform all physical aspects of the position.

Work Environment:

This job operates in a recreational and educational environment. This role routinely uses standard sports and recreation equipment such as gym equipment, sports equipment, and office equipment such as phones, photocopiers, filing cabinets, and fax machines. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate to high.

EEO Statement

The Central Connecticut Coast YMCA is an equal opportunity employer, practicing equality of employment and advancement opportunities to all regardless of race, creed, national origin or ancestry, sex, sexual orientation, gender identity, genetic information, learning disability, mental disability, physical disability, veteran status, or any other protected group status under federal, state, or local law. This policy applies to all terms and conditions of employment; including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absences, compensation, and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Acceptance and Acknowledgement Sign Off:

This position description is not a contract. The Central Connecticut Coast YMCA reserves the right to change this position description as necessary. The employee may be assigned this position at other Central Connecticut Coast YMCA locations under the same conditions. The employee is expected to adhere to all association policies and to act as a role model in the adherence to the association policies.

I have read and understand the position description for the Fitness Instructor, expected work schedule, and rate of compensation and I accept this position.

Incumbent Print Full Name

Incumbent Signature

Date
