

JOB DESCRIPTION

POSITION TITLE CHILDCARE STAFF
SUPERVISOR DIRECTOR OF CHILD DEVELOPMENT
DEPARTMENT CHILD DEVELOPMENT

Are you a...

Rare combination of doctor, lawyer, sociologist, and teacher?

Disciplinarian with a twinkle in your eye?

Referee, coach, and advisor?

Humorist in crisis, medic in emergencies, song leader, entertainer, and theater director?

Fond of exploring, teaching new games, and Mento & Diet Coke experiments?

Handy at patching up bruised friendships, bloody noses, and torn jeans?

Good at locating lost bathing suits, fixing backpack straps, playing the guitar, and making yummy snacks?

Playing 16 games of "Fruit Salad" in succession, whistling through your fingers, carrying two backpacks, speaking "Pig Latin", and standing on your hands while singing "Rock the Boat" and loving every minute of it?

ENTRY REQUIREMENTS

Go to http://nrc.uchsc.edu/STATES/OR/or_centers.htm

414-300-0080 Director – Qualifications and Duties

CERTIFICATIONS AND LICENSES

-First Aid -CPR -Food Handler's Card -Valid Oregon Driver's License

-Enrolled in Oregon Criminal History Registry

JOB FACTORS

-Staff schedules, wages, benefits, holidays, etc. are administered in accordance with the YMCA personnel policy, as well as Wage and Hours Administration plan

-Class size is 20 2 ½-4 year olds or 4-5 year olds or 15-40 children from 5-12 years of age

PAY RATE

\$8.50

SUPERVISION OF CHILDREN

Responsible for direct supervision of children enrolled in the program

Uses guidance and discipline strategies consistent with the philosophy of the YMCA

Ensures that we are providing an age-appropriate, fun, engaging, safe, efficient, friendly, active, communicative, and creative program of activities

Able to work as a team member under the guidance of a director, and at the same time, independently take initiative, authority, and responsibility

PROGRAM PLANNING

Set up, carry out, and clean up developmentally appropriate activities and experiences in accordance with the philosophy and practices of the YMCA

Assist planning of an ongoing curriculum, based around a monthly theme, including physical activity, games, crafts, science, and cooking

Individualizes and modifies the curriculum

Provides clear guidelines, maintaining these using problem-solving, redirecting, positive language, and positive reinforcement

Participates in all aspects of routines and transitions, and in as many activities as possible!

Uses a variety of teaching techniques including modeling, observing, questioning, mentoring, befriending, communicating, demonstrating, building, reinforcing, and smiling

ADMINISTRATION

Ensures the center is maintained in a neat, organized, and safe manner

May be delegated tasks by the Site Director and/or Director of Child Development

Maintains and communicates an awareness of events, school and YMCA related

Attends and contributes to all staff meetings, trainings, and certifications

RESPONSIBILITY TO PARENTS

Gets to know as many program parents as possible, always providing a smile, and an exchange of child's progress within the program

Ensures parents are kept up-to-date on any closures, scheduling or location changes, field trips, billing, and any discipline or other interpersonal issues

May attend parent meetings

Accommodate parents' instructions for daily care routines, pick-ups for off-site lessons or activities when possible

Provide homework support

STAFF RELATIONS

All staff members are responsible for the development and maintenance of a cooperative, communicative, fun team approach

Participates in regular staff meetings