



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

#### **CREATIVE COLLABORATIVE COALITION FOR CHILDCARE (C4)**

THE C4 INITIATIVE IS A REGIONAL APPROACH TO PROVIDE VIRTUAL LEARNING AND CHILDCARE DURING THE COVID PANDEMIC. THESE POSITIONS ARE IN PLACE DURING THIS PANDEMIC AND MAY OR MAY NOT EXTEND BEYOND THIS RESPONSE AND MAY CHANGE AS THE AREA SCHOOLS OR STATE CHANGES ITS ALLOWANCES FOR THIS RESPONSE.

WHILE THESE ORGANIZATIONS ARE WORKING TOGETHER TO PROVIDE THIS RESPONSE, CANDIDATES WILL INTERVIEWED AND POTENTIALLY BE HIRED BY THE INDIVIDUAL ORGANIZATIONS.

PLEASE CHECK (✓) YOUR WILLINGNESS TO WORK IN:

- AUGUSTA COUNTY (POTENTIAL SITES)
- STAUNTON (CURRENTLY RECRUITING FOR THE STAUNTON-AUGUSTA FAMILY YMCA)
- WAYNESBORO (CURRENTLY RECRUITING THE WAYNESBORO FAMILY YMCA)

**Job Title: Lead Teacher**

**FLSA Status: Part time hourly**

**Status: P/T, approximately 24 hours a week**

**Reports to: Youth and Family Director**

**To apply: Apply on Website**

**Job Code: H-5**

**Job Grade: \$12 per hour**

**Department: Programs**

**Revision Date: 8/11/20**

#### **POSITION SUMMARY: Start Date August 24, 2020**

The Lead Teacher will provide direction for all students and implements program enrichment. They will supervise and build relationships with students. Help maintain a focused classroom environment and keeps children on task as they complete their remote learning. Provides a quality experience for children that focuses on the YMCA values of honesty, respect, responsibility and caring. The Lead Teacher also must communicate with parents and classroom assistants. Sanitation and cleaning will also be a part of the essential tasks needed to maintain the classroom.

#### **ESSENTIAL FUNCTIONS:**

- Implements program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values. Creates an atmosphere that is fun, safe, friendly, challenging and clean.
- Mentors and models responsible behavior while leading children in the Virtual Learning Center. Assists children with on-line learning activities provided by the schools.
- Models and facilitates relationship-building skills in all interactions and maintains positive relationships with students, parents, school staff and other YMCA staff.
- Plan and carry out science, art, outdoor, and fitness activities among others. Ability to perform both indoor and outdoor activities.
- Follows all procedures and policies regarding COVID-19 safety. Requirements are: wear a mask indoors at all times, wear a mask outside when not 6ft from children or staff, and sanitizing/cleaning regularly.
- Maintains thorough knowledge of the licensing standards set forth by the Commonwealth of Virginia and maintains compliance at all times. Follows all policies, procedures, and standards as established by the law or the Y. (e.g. safety or emergency procedures, behavior guidance strategies, child abuse prevention policies); makes ADA accommodations where appropriate; maintains the program site, equipment, and required program records.
- Supervises the children, classroom, and all activities and maintains group control.
- Attends and participates in all program activities and team meetings.
- Actively seeking to continuously update skills by attending outside workshops and constantly whenever possible, by becoming active in professional organizations and constantly seeking new ideas and materials.

### **YMCA COMPETENCIES (Team Leader):**

**Mission Advancement:** Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

**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. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

**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.

### **MINIMUM QUALIFICATIONS**

- Meets educational and experience qualifications established by the Department of Social Services Division of Licensing.
- At least 18 years of age.
- At least one year of experience working with children in a developmental setting preferred.
- Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
- Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.
- Participation in required in-service training annually.

### **PREFERRED QUALIFICATIONS**

**One of the following:**

- a. A bachelors degree in a child related field
  - b. A season of camp experience AND/OR six months of program experience with children
  - c. Three months of program experience with children AND a CDA (Child Development Associate)
2. Enthusiastic, positive mindset, and respectful positive tone when working with children.
  3. Must be a team player with a positive attitude.
  4. Preferred CPR/First-Aid. If not certified, will receive training through the YMCA.
  5. Exceptional group management, problem solving, and conflict resolution skills.
  6. Experience in creating, planning, and facilitating interactive and educational/artistic activities, youth development, physical activities, academic enrichment, and the arts.
  7. Must possess speaking, listening and writing skills appropriate for interacting with both children and adults.
  8. Must be capable of implementing the daily program related responsibilities of the program.
  9. Must have flexibility and the ability to adapt to changing circumstances.
  10. Demonstrate a working knowledge of YMCA mission, purpose and goals, childcare policies and YMCA standards; ensure the program meets the highest standards of excellence.

### **WORK ENVIRONMENT & 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Sufficient strength, agility and mobility to perform essential functions of position and to supervise program activities.

**TO APPLY:** Please apply on the C4 Website.

**ALL HIRING IS CONTINGENT ON REFERENCE CHECKS AND CRIMINAL AND SEXUAL OFFENSE BACKGROUND CHECKS.**