



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Oswego YMCA Job Description

Job Title: Teacher (Education Department) Reports To: Director of Education
FLSA: Non-exempt-hourly/Part-time Incumbent:
Work Location: Oswego YMCA Work Schedule: Variety of morning, afternoon, evening shifts

General Functions:

Under the direction of the Educational Director, the teacher will provide excellent member service by directing educational programs towards its primary objective of putting Christian principles into practice through programs that build a healthy spirit, mind, and body for all, by performing the following duties in accordance with the YMCA's policies and procedures.

Essential Duties and Responsibilities:

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

- Create and maintain a physically and mentally safe environment.
- Oversee supervision of all children; ensure that children are never left alone; assure children are watched at all times.
- Establish positive relationships with parents, children, volunteers, and other staff members; be a positive role model.
- Oversee and provide positive reinforcement and redirection of children.
- Provide outstanding customer service by addressing customers concerns and implementing feedback.
- Adhere to pre- and post-shift room procedures.
- Engage children in quality, age-appropriate activities and programming. Provide input in planning, participate in preparation and implementation of activities.
- Maintain supplies, and supply requests under the direction of Director of Education.
- Be familiar with programs and special events throughout the facility and encourage families to participate.
- Actively support and participate in YMCA functions
- Attend all required staff meetings and provide input.
- Substitute for staff when needed.
- Actively pursue training and learning opportunities and certifications/trainings relating to the position; maintain current certifications required by the position.
- Other duties as assigned by the Director of Education

Experience and Education:

- Education, work or volunteer experience working with children ages 3 months - to 18 years old.

Qualifications:

- Excellent communication (both verbal and written) and interpersonal skills are critical to the success of this position.
- Able to plan and implement effective and safe lessons for target age group.
- Demonstrated ability to handle multiple demands simultaneously with minimal direction.
- Possess and demonstrate excellent customer service, decision-making, problem solving, team oriented, creative thinking, and leadership skills.
- Ability to read, interpret and effectively communicate and document information and instructions such as safety rules, membership procedures, customer service, YMCA promotion and programs, and YMCA policies and procedures etc., train and instruct other staff members; and solve problems and take a leadership role in handling a variety of situations, problems, issues and/or complaints from members.
- Brings to this position maturity, responsibility and a sincere interest in working with people of all ages.
- Possess knowledge of age appropriate activities, developmental milestones, and expectations of children in particular educational program
- Ability to observe confidentiality.
- Able to work a flexible work schedule.

Trainings & Certifications:

- Must complete on-line Blood borne Pathogens training prior to initial assignment to position.
- Must hold CPR, AED, and First Aid (may be required at some branches) certifications or successfully complete no later than 30-days after employment begins.
- Must attend and complete YMCA Child Abuse Prevention within the first 90-days of employment.

Core Competencies:

1. Supports the Mission, Vision, and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
2. Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques.
3. Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for ways to serve members, participants, internal customers and others.
4. Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
5. Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect, and consideration; displays integrity; communicates in a clear and pleasant manner; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

Physical Demands:

Ability to frequently sit, use his/her hands and fingers, stand, walk, reach, balance, stoop, crouch, kneel, and climb. Ability to lift and/or carry and move up to 35 pounds (occasionally this could be more). Specific vision abilities required: close, color, distance, peripheral, depth perception, and ability to adjust focus.

Work Environment:

Duties are performed in a classroom setting; at times childcare employees may be exposed to undesirable working conditions, communicable infectious diseases, and the risk of injury from children. The noise level in the work environment is moderate to above average

Americans with Disabilities Specifications:

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.

Acceptance and Acknowledgment Sign Off:

This position description is not a contract. The Oswego YMCA reserves the right to change this position description as necessary.

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

Incumbent Signature

Date

Supervisor's Signature

Date