

# eliminating racism empowering women

## ywca job description

### Child Care Assistant

#### YWCA Mission

The YWCA Rock County is dedicated to eliminating racism, empowering women and promoting peace, freedom, justice and dignity for all.

#### Child Care Program Purpose Statement

The purpose of the YWCA Child Care Programs is to provide a high quality, affordable child care options for parents of children ages 3-12. The programs provide a safe, supportive, and stimulating environment for children.

#### Definition

The Child Care Assistant works under the direct supervision of the Child Care Site Supervisor, the Program Director and/or the Assistant Program Director. She/he is responsible for planning and implementing age appropriate activities and at all times incorporating a safe and social atmosphere. Provides support to the Child Care Supervisor. Must step into a sub supervisor role as needed. Days and hours worked are according to the School District calendar.

#### Qualifications

Must have experience and/or educational background in working with children. Must be at least 17 yrs old and satisfactorily completed 10 hours training in the care of school-age children or equivalent; as approved by Wisconsin D.P.I. If 18 years of age, must complete at least 10 hours training within 6 months of hire. Infant and child CPR or adult/child CPR certification is required.

#### Duties and Responsibilities

##### *Programming*

- Be responsible for helping with the lesson planning process.
- Know all daily site procedures and help to ensure that daily tasks are completed (attendance, checking voicemail, snack procedures, lesson planning, child guidance, carrying out activities, cleaning up, and all other day to day aspects of the program).
- Help children develop physically, socially, emotionally and intellectually.
- Have positive interactions with children at all times.
- Deliver the program in a positive environment of safety, support and care in keeping with the Child Care Program purpose.
- Follow site rules and use positive techniques to help guide children's behavior.
- Assist in creating an environment that supports a wide range of activities and interests.
- Follow school policies (no gum chewing, hall & bathroom rules, etc.).
- Help keep the YWCA Child Care Program licensed.

### *Communication*

- Be enthusiastic, warm and approachable.
- Attend weekly staff meetings at site.
- Discuss any job-related difficulties.
- Inform Program Director and Asst. Program Director when problems arise.
- Greet parents and children daily.
- Read weekly meeting notes and communication log book.
- Record message in the communication log book.
- Assist in setting up two parent events per year (open house, conferences, talent show etc.).

### *Health & Safety*

- Make sure program space is safe, clean and comfortable for active and quiet needs.
- Comply with all state licensing regulations, Department of Public Instruction Guidelines, and Young Star
- Complete Shaken Baby Syndrome Prevention Training as needed.
- Track children according to program procedures.
- Ensure all proper hand washing and hygiene procedures are followed.
- Follow the sites rules and expectations to keep children safe to help guide behavior.

### *Record Keeping*

- Keep accurate record of time worked on a daily basis.
- Turn time sheet in when required.
- Record DPI daily and make menu changes when necessary.
- Date and initial schedules and amounts paid.

### *Other*

- Provide documentation of required continuing education.
- Be familiar with and implement policies as stated in the Staff Handbook, the YWCA Personnel Policies, and the licensing rules for Group Day Care Centers.
- Be responsive and take initiative.
- Identify self as a “sub supervisor” when needed.
- Attend staff meetings and monthly continuing education meetings as required by the YWCA and/or state licensing rules for group day care centers.
- Share in organizing and cleaning out the site storage area to maintain it in an orderly fashion.
- Must be punctual, dependable, and reliable in attendance.
- Must demonstrate follow through with requests and information from Support Staff listed on meeting notes, stated on voice mails or other communications.
- Throughout the year the YWCA holds a numerous events. We ask that staff periodically volunteer to help out at these events to support the YWCA.
- Other duties as assigned.