

eliminating racism empowering women

ywca job description

YWCA of Kalamazoo
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Position: ELP I - Early Learning Internship
Department: Improving Lives of Children
Supervisor: Children's Center Site Director
Hours of Work: Varies based on programming.

MISSION STATEMENT:

Eliminate racism, empower women, and promote peace, justice, freedom and dignity for all.

PRIMARY FUNCTION: Works within a teaching team to support the care and development of young children ages 6 weeks-12 years in a structured early learning environment.

QUALIFICATIONS:

1. High school diploma or equivalent required.
2. Significant and relevant post-high school education or training in early childhood education or child/family-related field, but at minimum meet the requirements for a Lead Teacher as required by State of Michigan Child Care Licensing.
3. Two years of experience working with young children and families in some capacity at minimum. Licensed child care experience preferred.
4. Understanding of Creative Curriculum (curriculum), Teaching Strategies GOLD (developmental assessment tool), and Ages and Stages Questionnaire (developmental screener) preferred.
5. Ability to meet requirements of the Bureau of Child and Adult Licensing.
6. Satisfactory response to criminal and child abuse and neglect history checks.
7. Able to work with people of diverse backgrounds.

RESPONSIBILITIES:

1. Assists children in all daily activities including, but not limited to: toileting, personal hygiene, dressing and eating.
2. Organizes and implements age-appropriate learning activities/ experiences with individual children and small and large groups within the approved curriculum.
3. Observes and assesses utilizing Teaching Strategies GOLD and ASQ-3/ASQ-SE.
4. Supervises children's activities to ensure safety, and promote socialization and enjoyment of children attending the facility.
5. Works cooperatively with the Site Director, Program Coordinator, Community and Family Liaison and/or teaching team to resolve any programmatic or family concerns including but not limited to communication, service delivery, quality, curriculum, personnel, and assessment.
6. Works cooperatively with the Site Director, Program Coordinator, Community and Family Liaison, and/or teaching team on assigned duties, such as preparing activity materials, room cleanliness and using time effectively.
7. Participates in mealtime activities with the children to encourage good eating habits, good table manners, conversation and clean-up.
8. Accompanies and supervises children on field trips.
9. Commits to self-education on anti-bias education, racial justice, and gender equity issues.

10. Monitors health status of children for illness or areas of concern.
11. Cleans up after activities.
12. Provides written and/or verbal communication to parents regarding child's daily activities, progress and behavior.
13. Observes all Children's Center and YWCA policies and procedures.
14. Complies with applicable local, state and federal licensing requirements/certification and/or regulations.
15. Complies with association policy regarding required reporting of child abuse.
16. Safeguards confidential information gained as a result of the position.
17. Works cooperatively with program participants, YWCA staff and volunteers.
18. Performs other duties as assigned.

WORKING CONDITIONS AND ESSENTIAL FUNCTIONS:

1. YWCA location
2. Off-site location
3. Potential outdoor events
4. Sitting, standing, kneeling, bending, some lifting
5. Frequently required to stand
6. Frequently required to walk
7. Frequently required to sit
8. Occasionally required to utilize hand and finger dexterity
9. Frequently required to climb, balance, bend, stoop, kneel or crawl
10. Continually required to talk or hear
11. Frequently required to taste or smell
12. Frequently exposure to outside weather conditions
13. Occasionally exposed to extreme heat or cold (non-weather)
14. Frequently exposure to blood-borne and airborne pathogens or infectious materials (does this mean when we get exposed to blood of kids)
15. While performing the duties of this job, the noise level in the work environment is usually Moderate-Loud
16. The employee must frequently lift and/or move up to 60 pounds
17. Specific vision abilities required by this job include: Close vision, Depth perception, and ability to adjust focus

TRAINING REQUIREMENTS:

1. Orientation to YWCA Personnel Policies, Mission, Purpose and One Imperative.
 2. Racial Justice Training
 3. Pronoun Training
 4. Orientation to Domestic Violence, Sexual Assault, Confidentiality, and Mandatory Reporting.
 5. Training as required by the State of Michigan Child Care Licensing and high-quality program implementation
 6. Other appropriate training and in-service which will occur during employment.
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