



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of Greater Kalamazoo Job Description

Job Title: **Early Learning Coordinator and Lead Teacher—Portage**

Pay Rate: **\$14.00-\$15.00/hour**

POSITION SUMMARY:

Responsible for the day-to-day operation of the designated preschool childcare center within state licensing regulations and Association policies and procedures. Assist with the planning and implementation of all programming for participants.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Direct the daily operations of the program including hiring, training, supervising, scheduling of staff and volunteers.
2. Design and implement daily lesson/activity plans.
3. Supervise children, the classroom, and all activities.
4. Maintain program records.
5. Maintain effective communication with parents.
6. Appropriately handle all emergency situations remaining current in First Aid and CPR certifications.
7. As required by Michigan law, report any suspected incidence of child abuse to Early Learning Director and Children's Protective Services (appropriate legal authority).
8. Assist with developing and managing budget to stay within established guidelines.
9. Assist with the compilation of program statistics and reporting.
10. Work a minimum of 30 hours per week in the classroom and 10 hours per week in admin duties/office work.

QUALIFICATIONS:

1. At least 21 years of age
2. Must meet LARA qualifications for Early Childhood Program Director
3. Bachelor's degree in Early Childhood preferred
4. Two years of experience with children in a licensed child care program.
5. Certification in CPR and First Aid must be obtained within 30 days of hire.
6. Satisfactory completion of Comprehensive Background Check.



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7. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Must be able to physically participate in age appropriate activities with children.
- Cleaning required.
- Proof of negative TB test before working in the classroom.

If you have questions or need additional information, please contact Kristen Lovely at klovely@kzooyymca.org.